TELEGRAPH AND TELEPHONE MANUAL

Volume IV

ESTABLISHMENT

FIRST EDITION

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APPENDIX NO. 34

(Staff Standard)

(6) MULTIPLEX EQUIPMENTS|TRANSMISSION SYSTEMS AND MICRO-WAVE MAINTENANCE SYSTEMS

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The principles underlying the arrangement of the rules in the different Volumes of the Telegraph & Telephone Manual will be found in the Preface to the Telegraph & Telephone *Manual*, Volume II.

2. The rules contained in this Volume are generally modified up to 30th June 1983. Any errors, omissions or irregularities noticed should be promptly reported to the Director-General of Telegraph and Telephone, Islamabad, by Heads of Regions and other officers directly subordinate to the Director-General.

3. The rules and contents of the Appendices in this Volume must be carefully read by all officers concerned, as no breach of the rules will be excused on the plea of ignorance.

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**DGT & T O.M. No. E (I) 6-1/77 dated 1-10-1979.

PART I

General Rules

VOLUME IV

ESTABLISHMENTS

CHAPTER I.—APPOINTMENT AND PROMOTIONS—GENERAL RULES

GENERAL RULES

1. The following general rules apply equally to officers of all the different branches of the service unless it is otherwise expressly specified as applicable to a particular branch or to a particular class of Government servants. The special rules which are applicable to particular branches are laid down in chapters VI to XVIII of this Volume.

Note :—The rules for recruitment to the cadre of the Telegraph and Telephone Accountants service are under revision.

POWERS

2. The powers of the Director-General and of Heads of Regions and their subordinate officers to appoint and promote officials subordinate to them are laid down in the Telegraph & Telephone Manual, Volume III.

DETERMINATION OF SUITABILITY OF A PERSON FOR APPOINTMENT IN GOVERNMENT SERVICE

3. Before appointing or nominating persons to vacancies in the Department, whether in a permanent or temporary capacity, or employing as Extra Department Agents persons who do not hold Government posts or who are not Government pensioners, careful enquiry must be made regarding their character and antecedents and no one may be employed in the Department who is unable to furnish satisfactory references. The appointing authority should satisfy that the character of the person is such as to render him|her in all respects suitable for appointment to the service or post to which he|she is to be appointed. It will be the responsibility of the appointing authority to satisfy itself on this point before making the appointment. Every case should be decided on its merits but the following principles are of a general application and should be observed in determining a person's suitability for appointment :—

(a) Persons who have, at any time, been convicted of offences involving moral turpitude or persons who have been dismissed by the Federal or any Provincial Government of Pakistan will be considered ineligible.

(b) while no person would be considered unfit for employment solely because of his political opinions, care must be taken not to employ any person who is likely to be disloyal to the Government or in any way likely to abuse the confidence placed in him/her. Ordinarily, persons who are known to be engaged in or in sympathy with subversive activities, including members of any party or organisation the aim of which is to undermine the constituted authority or to change the existing order of society by violent means or to subvert the Government of Pakistan should be considered unfit for appointment under the Government. Participation in such activities at any time after attaining the age of 19 years and within 3 years of the date of enquiry should be considered as an evidence that the person is actively engaged in such activities unless in the interval there is positive evidence of the change of attitude.

(c) If a report indicates that there is nothing known against the applicant himself but he is closely related to or associated with persons who had taken part in subversive activities or who belong to an undesirable party of organisation, the case shall be examined on its merits. If there is reason to believe that the applicant has himself become tainted with the views of his relatives or associates, he should be deemed ineligible for appointment under Government.

[1] METHOD OF VERIFICATION

3-A. (a) Detailed verification of character and antecedents of all persons for appointment in the Department should be undertaken. They should, before appointment, be required to fill in the attached form-I. Simultaneously references for security clearance of each candidate shall be made to the following agencies :—

(i) Intelligence Bureau, Government of Pakistan ;

(ii) District Police ; and

(iii) Special Branch of the concerned Provincial Police.

(b) In case the report from the Intelligence Bureau is not received within one month the selected candidates will be allowed to join their posts on production of character certificates in form-II from two Government officers not below Basic Scale 17. The appointee in such cases will remain on probation for a period of six months or till the receipt of verification report.

(c) District Police of the concerned Special Branch will be requested to give clearance in respect of character and antecedents of all fresh entrants in the Telegraph and Telephone Department within a period of two months. These agencies will return the verification roll after conducting local enquiry direct to the Department, and not through the Intelligence Bureau except in cases where the conduct of the candidate has come to adverse notice and this aspect is considered relevant to his appointment in Telegraph and Telephone Department.

[1]Method and proforma as prescribed in Cabinet Division O.M. No. 12(3)/76-MW(S), dated 31-5-1977.

FORM I

Government of Pakistan
Telegraph and Telephone
Department.

PHOTO

Verification Roll for candidates for appointment under the Government to be filled in by the candidate in his own handwriting.

1. The name of the post in which the candidate is to be appointed .....

2. Full name (in block letters) with surname and alliases if any
Mr. Miss|Mrs. .....

3. Previous name if any and reasons for change.
.....

4. Father's name in full with occupation and income if any
.....

5. Date and place of birth of the .....
candidate give full address .....
.....

6. Description .

a. (1) Height.....

(2) Build *i.e.*, heavy/medium/light.....

(3) Frame *i.e.* large/medium/thin.....

(4) Complexion.....

(5) Colour of hair.....

(6) Colour of eyes.....

(7) Visible marks of identification.....

b. (1) Religion by birth.....

(2) Present Religion.....

7. Residential address (with telephone number if any)

a. Present .....

b. Permanent .....

8. Nationality :

a. Pakistani National by birth/migration/naturalisation.

b. If naturalised/migrated :

(1) Previous nationality and address.....

.....

(2) Date of migration.....

(3) Citizenship/Naturalisation Certificate Particulars *i.e.*, No., date and place of issue etc.....

.....

9. Described Other addresses during the last 10 years where the candidate has Stayed for than six months.

Address	From	To

10. Educational qualifications showing places of education from the age of 10 years.

Name and place of school and college etc.	From	To	Major field of study	Certificate/ diploma/ degree obtained

Note.—A certificate of good character from the Head of Educational Institution last attended by the Candidate (to be attached).

11. Knowledge of languages :

Can understand	Can speak	Can write

12. Special training, any field.....

13. Any distinctions obtained in literary, sports or miscellanous fields :

14. a. Are you capable of sustained physical and mental activity ?
.....

b. Have you had any serious illness or any operation in the past three years ?.....

c. How many days you lost from work in the past three years ?
.....

15. Has there been any case of mental/nervous illness in your close relatives .....

16. a. Do you take alcohol ?.....

b. Do you gamble ?.....

17. A. Government offices or firms, with full description and addresses where the candidate previously worked, and the reasons for leaving :

Office/Firm	Designation and pay	From	To	Reasons for leaving

B. Present occupation if any

Office/Firms	Designation and pay	From	To	Reasons for leaving

Note.—Certificate of performance from the Head of the Institution last served by the applicant (to be attached).

18. Offices/firms with full descriptions and addresses where the candidate previously applied without success :

Office/Firm	When applied for appointment	Job for which applied

19. Particulars of wife (or husband as the case may be) candidates :

a. Full name with father's name.....

b. Nationality .....

c. Religion.....

d. Date of birth.....

e. Place of birth.....

f. Occupation, if any.....

g. Income, if any.....

20. Particulars of children :

Name	Sex	Date of birth	Recent address
a.	.....	.....	.....
b.	.....	.....	.....
c.	.....	.....	.....
d.	.....	.....	.....

21. Particulars of children or dependents educated or receiving education :

a	b	c	d	e
a. Name of child				
b. Relationship				
c. Name of institution				
d. City/country				
e. Period of education abroad.				
f. How financed				

22. Full particulars of the candidate's near relations, who are in Government service in Pakistan and elsewhere, specifying the posts held, and where posted.

Name of relations	Relationship	Post held	Place of duty

23. Particulars of near relatives/dependents abroad :

Name with relationship	Nationality	Occupation	Place of residence
a.	.....	.....	.....
b.	.....	.....	.....
c.	.....	.....	.....
d.	.....	.....	.....
e.	.....	.....	.....
f.	.....	.....	.....
g.	.....	.....	.....
h.	.....	.....	.....

24. Assess

Immovable	Value	Mode of acquiring
.....	.....	.....
.....	.....	.....
.....	.....	.....

b. Movable of more than Rs. 2,000

....

....

....

Total Value ....

25. Membership of Clubs, Political Parties and Associations (Past and Present) (Name of Organisation with date of joining and leaving) :

Name of club, party	From	To
a.	.....	.....
b.	.....	.....
c.	.....	.....
d.	.....	.....

26. Details of Travels Abroad (including travels for education or training) :

a. Passport particulars, if any..... including No., date and place of issue.....

b. Countries for which valid.....

c. Issuing authority.....

d. Period of validity.....

27. Names with addresses of at least two references in Pakistan, who can testify to the candidate's character and antecedents :

Name	Address
_____	_____
_____	_____

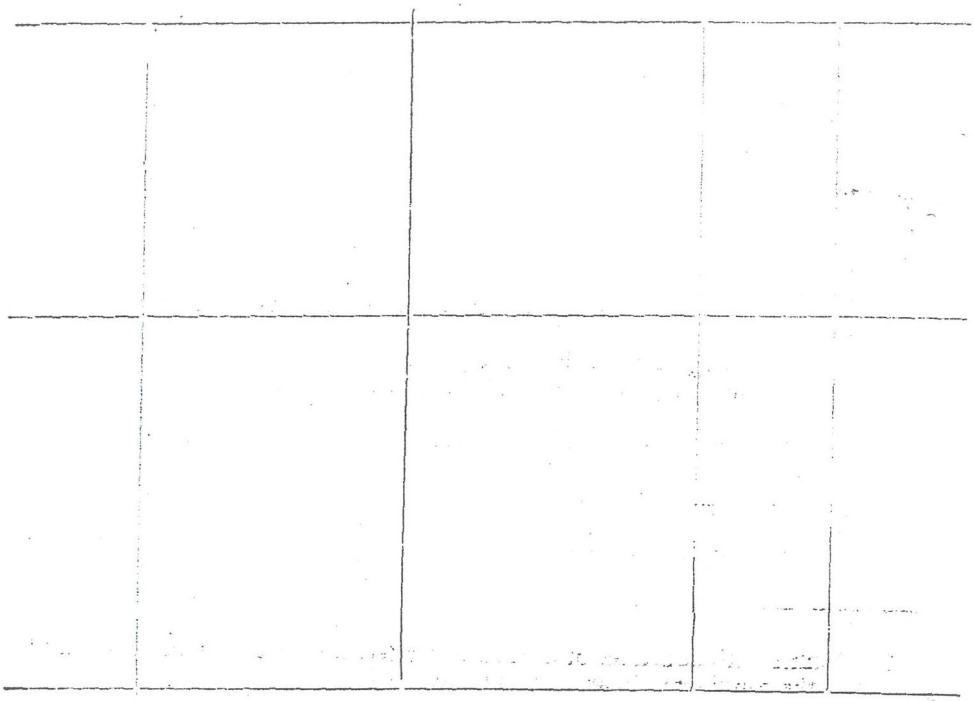
28. Name or address of your close friends :

Name	Address

29. Whether arrested, prosecuted, convicted, restricted or externed in any case, political or otherwise, if so full particulars including dates should be furnished

.....

30. MAJOR POINTRL.



Place———— date———— Signature————

a. I.....candidate for appointment to.....hereby certify and solemnly affirm that my answers to the above questions are correct to the best of my knowledge and belief.

b. I fully understand that if the above statement is false in any material respect, or omits and material information my appointment is liable to be rejected/terminated and shall render me to legal and disciplinary action including dismissal if I am already in Government service.

Signature _____

Place _____

Date _____

To be filled in by the Superintendent of Police, etc. concerned at the request of *Ministry/Division/Office/Federal* Public Service Commission.

Remarks by :

Superintendent of Police — Place _____

Date _____

D. I. O. Special Branch — Place _____

Date _____

Director Intelligence Bureau — Place _____

Date _____

FORM II

CHARACTER CERTIFICATE

Certified that I have known Mr./Miss..... son/daughter of Mr.....for the last..... years.....months and that to the best of my knowledge and belief he/she bears a reputable character and has no antecedents which render him/her unsuitable for Government employment.

2. Mr./Miss.....is not related to me.....
place.....Signature.....
Date..... Designation .....

RE-EMPLOYMENT OF PERSONS WHO RESIGNED, ABSCONDED OR WERE DISMISSED.

4. *Deleted.*

RE-EMPLOYMENT OF PENSIONERS

5. Retired employees may be re-employed under the provision of Section 14 of the Civil Servants Act, 1973.

HEALTH CERTIFICATE

6. The rules regarding production of a medical certificate of health by a candidate for permanent appointment to Government service will be found in Fundamental Rule 10 and Supplementary Rules 3, 4 and 4-A of compilation of the Fundamental and supplementary Rules.

7. When a candidate for appointment is sent up for medical examination, he will be supplied with a letter addressed to the medical officer, furnishing a brief description of him, mention being made of some special distinguishing mark (such as a scar) or other peculiarity by which the medical officer may identify the individual to be examined.

AGE ON APPOINTMENT

8. The rules regarding conditions of age on appointment to Government service will be found in Part-I of Appendix No. 3 to the compilation of Fundamental and Supplementary Rules. The age limit does not apply in the case of non-pensionable appointments.

9. When applying for sanction to the appointment of persons over 25 years of age, the exact age of the applicant must always be stated, as this will be mentioned in the letter sanctioning the appointment.

10. Except with the approval of the Director-General, the Head of the Region, Director Telegraph Store & Workshop Karachi and Director T & T Accounts Lahore as the case may be, no person will be admitted to the Department in pensionable service of the state whose age exceeds 25 years, unless he is transferred from some other Government Department. If the health certificate shows that the candidate for employment is, in the opinion of the examining medical officer, over 25 years of age, the certificate will be submitted to the officer concerned mentioned above for orders before he is employed.

*10-A. **Relaxation of upper age limit in the case of tribal candidates.**—The upper age limit for recruitment to the services|posts under the Federal Government should be relaxed by three years in the case of tribal candidates belonging to the recognised tribes who are permanent residents in the areas mentioned below and whose families have been living in those areas :—

1. **Quetta Division.**
2. **Kalat Division.**
3. Las Bela District of Karachi Division.
4. Tribal areas of D. I. Khan & Peshawar Division (including Frontier States of Dir, Swat, Chitral and Amb).
5. Former Excluded (Baluch) Area forming part of the Dera Ghazi Khan District.

Vide Establishment Division O.M. No. 2/6/66—DV. dated 23-7-1968.

6. Former tribal areas of Mardan & Hazara Districts.

7. Nasirabad sub-Division of Khairpur Division.

8. Upper Tanawal Area of Hazara District.

DETERMINATION OF DOMICILE

10-B. With respect to posts and services to be filled by direct recruitment of persons of Pakistan domicile whether by competition or by qualifying examination or by selection, the domicile of candidates should be determined in accordance with the rules contained in Appendix No. 1-A.

OFFICE, PETTY AND BASIC SCALE I & 2 ESTABLISHMENT

11. Office establishment will be held to include all non-gazetted servants engaged on clerical duties, as well as civil servants in Basic Scale 1 & 2 employed in offices.

12. Pettey establishment will include store-keepers, artificers, guards, watchman, messengers and employees in Basic Scale 1 & 2, who are not attached to offices nor employed on general duties, and whose salaries are not provided for in any estimate for a work.

13. *Deleted*

14. *Deleted*

Appointments and promotions General Rules.—Promotions : (Legal provision under section 9 of the Civil Servants Act, 1973).

15-A. (1) A civil servant possessing such minimum qualifications as may be prescribed shall be eligible for promotion to a Higher post for the time being reserved under the rules for departmental promotion in the service or cadre to which he belongs.

(2) A post referred to in sub-section (1) may either be a selection post or a non-selection post to which promotion shall be made as may be prescribed—

(a) in the case of a selection post, on the basis of selection on merit; and

(b) in the case of non-selection post, on the basis of seniority-*cum*-fitness.

**Civil Servants (Appointment, Promotion and Transfer) Rules,* 1973—

15-B (1) **Rule* 7.—Promotion and transfers to posts in a Basic Scale 2 to 18 shall be made on the recommendation of the appropriate Departmental promotion Committee and promotions and transfers to posts in a Basic Scale 19 to 21 shall be made on the recommendation of the Central Selection Board :

*Establishment Division O.M. No. 25/4/73-AV (Part) dated 18th and 26th July, 1974.

@Civil Servant Act amendment Ordinance, 1984.

Provided that posts in a Basic Scale 18 which carry a special pay would be submitted to the Secretary, Establishment if proposed to be filled by promotion or transfer.

(2) ***Rule 8.**—Only such persons as possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental promotion Committee or the Central Selection Board as the case may be.

****Rule 8-A.**—No promotion on regular basis shall be made in BPS-18 to BPS-21 unless the officer concerned has completed such minimum length of service as may be specified from time to time.

Rule 8-B. (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service the authority may appoint him to that post on acting charge basis.

(2) So long as a civil servant holds the acting charge appointment, a civil servant junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.

(3) In the case of a post in BPS-17 and above, reserved under the rules to be filled by initial appointment, where the appointing authority is satisfied that no suitable officer of the grade in which the post exists is available in that category to fill the post and it is expedient to fill the post, it may appoint to that post on acting charge basis the most senior officer otherwise eligible for promotion in the organization, cadre or service, as the case may be, in excess of the promotion quota.

(4) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time.

(5) Appointment on acting charge basis shall be made on the recommendations of the Departmental Promotion Committee or the Central Selection Board, as the case may be, save in the case of BPS-22.

(6) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(7) Acting charge appointment shall not confer any vested right for regular promotion to the post or Grade held on acting charge basis.

Civil Servat Act amendment Ordinance 1984.

*Establishment Division O.M. No 25/4/73-AV (Part) dated 18th & 26th July, 1974

**Added *vide* Establishment Division's Notification No. S.R.O. 41(1)/81, dated the 12th January, 1981.

8. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same grade in which the posts to be filled exists.

(3) **Rule 29.**—Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in the same grade in which the post to be filled-in exists.

Vide appendix 39 on Promotion Policy and guide lines to Departmental Promotion Committee/Central Selection Board.

(4) Formation of Departmental Promotion/Selection Committees for posts in Basic Scale-15 and below is given in Appendix No. 35 to this Volume.

(*a*) Departmental Promotion Committee for posts in Basic Scale-16.

Chief Engineer (S & E)	*Chairman*
Chief Engineer (P L g)	*Member*
Director (Staff)	*Member*

(*b*) Departmental Promotion Committee for posts in Basic Scale-17 and 18

Director-General	*Chairman*
Chief Engineer (S&E)	*Member*
Joint Secretary, (P&A) Ministry of Communication	*Member*

(*c*) The proposal for promotion in Basic Scale-19 and above should be submitted to the Central Selection Board through Secretary, Communications, in the following proforma :—(ten copies) :—

Proposal Form for the Central Selection Board

1. Ministry/Division ———————————————
2. Name of the post to be filled.———————————————
3. Emoluments of the post (Scale of pay, Special Pay and Allowances)———————————————
4. Duration of vacancy———————————————
5. Method of recruitment approved by the Government ; By departmental promotion/by selection———————————————
6. (a) If recruitment rules framed, enclose a copy of the rules.

   (b) If recruitment rules not framed and issued, state, whether the method of recruitment has been approved by Establishment Division.

7. Qualifications and experience required———————

8. Names of all officers in order of seniority within the zone of selection/appointment showing their province of domicile.

9. Names of officers whose character rolls are forwarded to the Establishment Division with this proposal.

Note.—Complete character rolls of the officers concerned should accompany the proposal. Reasons for missing reports for any period (s) should invariably be stated.

Signature———————

Secretary to the Government of Pakistan.

Date : ——————— Name of Division ———————

Service particulars of Mr.———————

Position in the seniority list———————

Date of birth

Province of origin

Province of domicile

Educational qualification

Date of joining service

Post held	From	To

APPOINTMENTS

(*Legal provision under section 5 of the Civil Servants Act* 1973).

15-C.—(i) Appointment to an All-Pakistan Service or to a civil service of the Federation or to a civil post in connection with the affairs of the Federation. Including any civil post connected with defence, shall be made in the manner prescribed by the President or by a person authorised by the President in that behalf.

INITIAL APPOINTMENT RULES

(ii) ***Rule 10.**—Initial appointment to the **All-Pakistan services, the civil services of the Federation and Posts in connection with the affairs of the federation in Basic Scale 16 to 22, except those which under the Federal Public Service Commission (Functions) Rules 1978, do not fall within the purview of the Commission, shall be made on the basic of tests and examinations to be conducted by the Commission.

(iii) ***Rule 11.**—Initial appointment to posts in Basic Scale 1 to 15 shall be made on the recommendations of the Departmental Selection Committee after the vacancies is Basic Scale 3 to 15 have been advertised in newspapers.

(iv) ***Rule 12.**—A candidate for initial appointment to a post must possess the educational qualifications and experience and except as provided in the rules framed for the purpose of relaxation of age limit, must be within the age limit as laid down for the post.

(v) ***Rule 13.**—A candidate for appointment shall be citizen of Pakistan:

Provided that this requirement may be relaxed with the approval of the Establishment Division.

(vi) ***Rule 14.**—Vacancies (reserved for Direct Recruitment only) in the undermentioned posts shall be filled on all-Pakistan basis in accordance with the merit and provincial or regional quotas prescribed by the Government from time to time :—

(a) All posts in Basic Scale-16 and above.

(b) Posts in Basic Scale 3 to 15 in office which serve the whole of Pakistan.

(vii) Vacancies in posts in Basic Scale 3 to 15 which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

(viii) Vacancies in posts in Basic Scale 1 and 2 shall ordinarily be filled on local basis.

(ix) A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements, shall not be appointed.

15-D. Vacancies in all posts in Basic Scale 16 and above and posts in Basic Scale 3 to 15 in offices, which serve the whole of Pakistan to be filled in by direct recruits, the following provincial|regional *quotas will be observed :—

Merit quota	10%
Punjab (including Federal area of Islamabad)	50%

**Establishment Division S.R.O. 123 (I) 79 dated 31-12-1979.

*Civil Servants (Appointment Promotion and Transfer) Rules 1973.

Sind (including Karachi)	19%

The share of Sind will be further sub-allocated in the following ratio :—

Urban areas namely Karachi, Hyderabad and Sukkur	40% of 19% or 7.6%
Rural areas *i.e.* rest of Sind excluding Karachi, Hyerabad and Sukkur. ..	60% of 19% or 11.4%
N.W.F.P.	11.5%
Baluchistan	3.5%
Northern Areas and Centrally Administrated Tribal Areas	4%
Azad Kashmir	2%

(vii) ***Rule 15.**—Vacancies in posts in Basic Scale 3 to 15 which serve only a particular Province or region shall be filled by appointment of persons domiciled in the province or region concerned.

(viii) ***Rule 16.**—Vacancies in posts in Basic Scale 1 and 2 shall ordinarily be filled on local basis.

(ix) ***Rule 17.**—A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements, shall not be appointed. *Vide* appendix 40 Part-I relating "Guide lines for making initial appointments through Federal Public Service Commission."

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*Civil Servants (Appointment Promotion and Transfer) Rules, 1973.

*AD-HOC AND TEMPORARY APPOINTMENTS

15-E (i) ***Rule 19.**—When the appointing authority considers it to be in the public interest to fill a post falling within the purview of the Commission urgently pending nomination of a candidate by the Commission, it may proceed to fill it on *ad-hoc* basis for a period not exceeding six months. The post shall be advertised and the same procedure as laid down for initial appointment in Rule 15-C (ii) shall be followed in making *ad-hoc* appointments.

(ii) ***Rule 20.**—Short-term vacancies in the post falling within the purview of the Commission and vacancies occurring as a result of creation of temporary posts for a period not exceeding six months, may be filled by the appointing authority otherwise than through the Commission on a purely temporary basis after advertising the vacancy.

Vide guide lines in appendix 40 Part-II regarding Posts to be filled on *ad-hoc* basis pending the availability of FPSC nominee.

15-F. In every case in which a person, is newly appointed to a permanent or officiating post or is promoted or transferred, a written order will be given to him over the signature of the officer authorised to make the appointment or order the promotion on transfer and a copy of such order will be sent without delay to the official by whom the pay of the person appointment, promoted or transferred will be drawn.

16-(1) In the case of a person newly appointed to a post, in Basic Scale 15 and below the Controlling Officer will, before allowing him to assume his duties, obtain from him the following declaration as indicated below :

(a) In the case of a telegraphist, Teleprinter operator, Wireless telegraphist, telephone operator, telex operator, engineering supervisor.

I hereby declare that I have read the Telegraph Act, the Official Secrets Act as adapted in Pakistan, the Government Servants' Conduct Rules, Efficiency and Discipline Rules, and clearly understand that I become liable to the provisions and penalties therein on being appointed as a————————in the Telephone and Telegraph Department.

Signature of the Officer.

Signature of the Superior Officer.

Place.....

Date..... 19 .

(b) In the case of other officials and extra-departmental agents.

Vide The Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

I do hereby declare that I have read the Government Servants' Conduct Rules and Efficiency and Discipline Rules and thoroughly understood them.

16 (2) In the case of those not knowing English the declaration or declarations should be prepared in a local language.

(3) The declaration or declarations should be attached to the character sheets or confidential records as the case may be of the officials concerned, and in the case of extra-departmental agents, to their security bonds, except that, if an extra-departmental agent is exempt from furnishing security, his declaration will be kept alongwith the security bonds of other officials at a place where his security bond would have been kept according to the entries in the register of security bonds, had he not been so exempt.

17. In the case of an outsider newly appointed to a permanent or officiating post in which security has to be furnished, the officer making the appointment will specifically state in the order of appointment whether the person appointed has furnished security or not.

18. *Deleted.*

LEAVE RESERVE

18/1. A staff of clerks not exceeding 10 per cent of the clerical staff is sanctioned as per Staff standard-1978 to form leave reserve which provides for all vacancies caused by the absence on leave of the officials of the clerical class.

18|2. When in a non-gazetted establishment having a sanctioned leave reserve, including the office of the Director-General of Telegraph and Telephone, the number of absentees (whether on ordinary leave or on leave on medical certificate) is equal to or in excess of this reserve, the grant of further leave is subject to the condition that no extra expenditure is caused thereby to the State. When, however, in such circumstances it is necessary to grant leave on medical certificate, officiating arrangements can be made and outsiders employed in the leave vacancies so caused, but such arrangements should cease and outsiders should be discharged as soon as the total number of absentee on leave of all kinds is brought within the sanctioned leave reserve.

TRANSFER OF SERVICE TO ANOTHER GOVERNMENT OFFICE OR DEPARTMENT.

19. The conditions governing the requests of Government servants to transfer their services to another Government office or Department are prescribed in Government Servants' (Applications for services and posts) Rules, 1966 which have been reproduced in Appendix No. 22 of this Manual. With reference to rule 3 of these Rules, it has been decided that no employee of this Departments should be granted permission to apply for posts elsewhere or to sit for any

examination, success in which would involve his being relieved from this Department when it is considered that it would be difficult to spare him and it is not in the interests of the Department to loose his services in view of the training given to him or the experience gained by him.

Note.—An Engineering Supervisor, Telecommunication Technician shall not be granted permission to seek other employment within or outside the Department or to appear in any examination pursuant to seeking such employment other than the examination for the recruitment to the Telegraph Engineering Service in Basic Scale 17.

20. *Deleted.*

21. *Deleted.*

22. *Deleted.*

23. *Deleted.*

PROMOTION TO HIGHER POSTS

24. *Deleted.*

25. *Deleted.*

26. *Deleted.*

*27. Officiating appointments in short period vacancies in posts in Basic Scale 17 to 20 shall be filled by the Director General T & T as under :—

(a) Arrangement shall not be for a period of less than one month and shall not exceed three months. However, it may be extended by another three months with the approval of the next higher authority.

(b) Proposal for regular appointment should be initiated and referred to DPC|CSB within one month if the vacancy is to last for more than six months.

(c) In making current charge arrangement the senior most officer available with the organisation and present at the place where vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

(d) An officer appointed to hold current charge to higher post shall be allowed in term of F. R.-35 and proviso to section 17 of the Civil Servants Act, 1973, pay in his own scale *plus* additional pay equal to 10 per cent of his pay in his Basic Scale.

*Establishment Division O.M. No. 1/21/76-ARI. I/R-II, dated 18-6-1980, 1/21/76-AR. I/R.II dated 10-4-1980, 1/21/76-AR. I/R. II dated 10-4-1981 and No. 1/21/76/AR-I/R. II, dated 6-4-1982

(e) In case it is proposed to extend the current charge period beyond six months, sanction of the Secretary, Establishment, in respect of the posts in Basic Scale 17 to 19 and that of the President in respect of the posts in Basic Scale 20 and above shall be obtained.

(f) The proposal for extension of the current charge appointment beyond six months shall also require approval of the Ministry of Finance. Therefore, the same may be referred initially to the Ministry of Finance for its concurrence before referring the case to the Establishment Division.

(g) **Appointment on Acting Charge Basis.*—Civil Servant, on appointment to hold a post on Acting charge basis, shall :—

(i) Assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post ; and

(ii) during the period of such appointment, be entitled to draw fixed pay equal to the minimum stage of the pay at which his pay would have been fixed had he been appointed to that post on regular basis. Service rendered on Acting Charge basis in the scale applicable to the post shall not count for purposes of drawal of increments in that grade. It shall, however, count towards increments in the scale of pay held immediately before appointment on Acting Charge basis so that on reversion from Acting Charge appointment his pay in the lower grade should be fixed at the same stage which he would have reached, but for appointment to the higher grade.

**PART V.—PROBATION

27-A. (i) †**Rule 21.**—(1) Presons appointed by initial appointment. Promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reasons to be recorded. Or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.

(3) On the successful completion of probation period, the appointment authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3). On the expiry of the first year of probation period, the period of probation shall be deemed to have been

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*(Authority O.M. No. 1/9/80-R. II- (B), dated the 12th January, 1981.)

**Added *vide* S.R.O. 968(II/82, dated 21-9-1982.

†Civil Servants (Appointment Promotion and Transfer) Rules 1973.

extended under sub-rule (2) :

Provided that, subject to the provisions of proviso to sub-section (2) of section 6 of the Civil Servants Act, 1973 in the absence of an order under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed. (F. No. 1|11|82-R. 2).

(ii) Where a period of probation is fixed, it must ordinarily be spent on active service, *i.e.*, incalculating the time spent on probation for the purpose of confirmation, leave other than casual leave must be excluded.

Note.—*The appointing authority has the discretion of extending the said period of probation or terminating it before one year, for good and sufficient reasons to be recorded.

(iii) *Confirmation of officers|officials holding substantive posts or appointed on probation.*—For legal provisions *vide* Section 7 of the Civil Servants Act, 1973.

Confirmation will be made as under on the recommendation of Departmental Committee for confirmation :—

Category of post	Authority competent to confirm
In all posts upto including posts in Basic Scale 16	Appointing Authority.
Posts in Basic Scale 17 and 18	Director General T&T
Posts in Basic Scale 19 and above	Secretary, Communications

For Confirmation principles and procedures *vide* Appendix No. 42.

(O.M. No. 11/1/76-CII dated 18-1-1977).

PROMOTION TO SELECTION GRADES.

27-B. Promotion to the lower or higher selection grade of the clerical cadre should be made normally, in order of seniority on the recommendation of the Departmental Promotion Committee. In a case where the first three senior men are all fit for promotion but the first man is good, the second better and the third the best, the first man and not the third or the second man should be promoted.

**The appointing authority where it does not accept the recommendation of the Selection or Promotion Committee, would record reasons for non-acceptance and obtain orders of the next higher authority.

28. *Deleted.*

NOTIFICATION IN THE GAZETTE OF PAKISTAN

29. Appointments, grant of leave, retirements, etc., of gazetted officers which are sanctioned by the Government of Pakistan or by the Director General, are notified in the Gazette of Pakistan. Notification made by the Government of Pakistan appear in part I and those by the Director General in part II of the Gazette of Pakistan.

*Finance Div. O. M. No. F 2(3)-RII(I) 57, dated 28.2-1957.
**Establishment Div. O. M. No.1/9/73 Fin, dated 22-10-1973.

SCHEDULE OF APPOINTMENTS

30. Appointments (whether substantive or officiating) to the posts in Basic Scale 17 and above and of the Assistant Deputy Director General require the previous sanction of the Government of Pakistan and are notified in the Gazette of Pakistan.

****Note.*—If the re-appointment of an officer to a post within the purview of the Central Selection Board took place after more than one year of the reversion from that post, the case should be placed before the Central Board for determining the continued fitness of the officer to hold the post. After approval of the Central Selection Board, it would not be necessary to refer the case to the Prime Minister|President again.

(**Establishment Division O.M. No. 3|20|70. DIII dt. 16-9-1971)

31. ***Deleted.***

LIST OF MINISTERIAL, NON-MINISTERIAL STAFF IN THE TELEGRAPH AND TELEPHONE DEPARTMENT.

32 (i) Non-ministerial All gazetted officer.

(1) Basic Scale 13 ..	.. Foreman, Head Draftsman.
(2) Basic Scale 11	.. Assistant Foremen, Building Overseers, Draftsman, Estimator, Examiners and Instrument testers, Engineering Supervisors, Investigation Inspector (Wireless), Nurse, Store Keeper, Telegraph Master.
(3) Basic Scale 10 ..	.. Photographers.
(4) Basic Scale 9 ..	.. Khateeb, Laboratory Assistant, Punch Card Operator.
(5) Basic Scale 8 ..	.. Boiler Attendant, Civil Defence Instructor, Electro-Plating Machine Operator, Shipping Inspector, Selection Grade Telephone Monitor, Telecom. Technician, W.T.Is (Wireless Telegraphists).
(6) Basic Scale 7 ..	Assistant Chargeman, Chargeman (Workshop), Laboratory Assistant, Rota Plate Technician, Telegaphists, Telex Operators, Teleprinter Operators, Teleprinter Assistant, Telephone Operators, Telephone Monitors, Town Inspector.
(7) Basic Scale 6 ..	Compounder, Dispenser, Imam Masjid, Mid-Wife, Photo Technician, Yard Foreman, Yard Inspector.

(8) Basic Scale 5	A.C. Fitter, Conservancy/Senitory Inpector, Dark Room Assistant, G.S. Fitter, Photo Assistant, Rota Assistant, Tracer, Workmen (Workshop).
(9) Basic Scale 4	Arm. Winder (Workshop), Cable Guard, Duplicating Machiner Operator, Head Task Work Massenger, Lineman, Motor Driver, Machine Operator (Workshop), Staff Car Driver.
(10) Basic Scale 3	Blue/Fero Printer, Baildar, Cycle Mistry (S.T.R), Carpenter, Despatch Rider, Engine/Motor/Pump Driver, Mason, Out Door Sarkar, Plumber, Turner, Task Work Massenger, Welder, Wireman.
(11) Basic Scale 2	Book Binder, Head Mali, Lift Operaror, Marker, Massenger, Painter (C.T. S.), Packer (C.T.S), Put Out Man (C.T.S), Quasid.
(12) Basic Scale 1	Ayah, Boy Massenger, Boy Naib Quasid, Bhishti, Battery Man, Cleaner (Exchange A/c Motor,) (Head Collies/Hammal), Chowkidar/Watchman, Cycle Darban, Cutter, Dispensary/Hostel/Rest House Attandant, Farash, Gate Keeper workshop), Khakroob, Khalasi, Mali, Mest lashkaer, Naib Quasid, Ward boy.

(ii) Ministerial.

All employees in Basic Scale 1—15 other than mentioned under (i).

(iii) *Deleted.*

(iv) Employees in non-pensionable service. All officials paid from contingencies.

GRADATION LIST

32-A. A Head of a Regional/Administrative Unit will publish annually, and issue copies of, to all offices concerned, as also to the Director General, a Regional Gradation List corrected upto 1st of January, in which the names and other particulars of the following classes of officials under his control will be shown in addition to statistical information regarding the various classes of non-gazetted staff employed in the entire Region|Administrative Unit, their sanctioned strength, scales of pay and allowances :—

(a) Gazetted Officers of each class in each branch.

(b) Engineering Supervisors.

(i) Telegraph|Phone (Ext).

(ii) Phone (Auto)|Trunk Tech.

(iii) Electrical.

(iv) Carrier.

(v) Radio.

(vi) Microwave and Satellite.

(vii) Trunk (Traffic).

(c) Telegraphmasters ;

(d) Head Clerks in Basic Scale 11.

(e) Clerks in Lower Selection Grade ;

(f) Telecommunication Technicians ;

(i) Internal ;

(ii) External ;

(iii) Electrical ;

(iv) Carrier ;

(v) Radio ;

(vi) Microwave|Satellite.

(g) Employees Basic Scale wise in Basic Scale 8 and above.

The list may be published in parts according to each Branch or each group of Branches, as may be considered suitable by the Head of the Region|Administrative Unit.

32-B. Any other appointing authority will keep a gradation list of all officials, appointments to whose posts, if vacant, are made by him, as also of other officials, if any, under his control, who are either ordinarily liable to be transferred by him, or qualified for promotion to a higher grade appointments to which are made by him, or whose names, though shown in the List of Officers of the Department published by the Director-General or in the Regional Gradation List, are not shown therein in a separate list. An extract from the list in respect of the classes of officials whose names do not appear in either the List of officers of the Department or the Regional Gradation List, will be issued annually, in January, corrected up to 1st of January, by the authority keeping it, to all officers concerned, as also to his immediate superior, to whom a certificate will also be submitted to the effect that the gradation lists of all classes of officials to be kept up by him are duly maintained and kept up-to-date. An authority immediately subordinate to the Head of a Region|Administrative Unit will also submit to the letter, in January, each year a copy of the Regional Gradation List corrected up to 1st of January in so far as the staff under his control are concerned, to enable the latter to compile that list.

32-C. All gradation lists should be maintained in form App. 44. In each gradation list the names of the officials of each class should be entered separately, and in strict order of seniority, one or more pages being left blank after each class. Each list should be kept corrected up-to-date. The list may be maintained in print or in manuscript at the discretion of the authority required to maintain it.

Note :—When there are two or more officials of the same name in a particular cadre, they should be distinguished by serial numbers placed against their names, these numbers being quoted whenever the names are recorded.

32-D. Heads of offices will arrange to have all gradation lists received by them circulated among the staff in their offices concerned as soon as received, so as to enable the latter to see at once how they stand in the list. If there be any mistake in a gradation list, the official or officials affected should point them out to the authority concerned for rectification within 12 months of the date of issue of the gradation list, or else his petition will be treated as time-barred. If after the issue of a gradation list the seniority of an official is altered to his dis-advantage, the authority ordering the alteration will communicate the fact to him. No appeal against such alteration will lie to a higher authority unless it is submitted within the usual time-limit or 30 days from the date of communication of the order appealed against. No such intimation of alteration of seniority will however, be issued in the cases in which the seniority is altered in pursuance of a general order of the Director-General regulating the fixation of seniority of officials.

32-E. Seniority

I. GENERAL PRINCIPLES OF SENIORITY (STATUTORY PROVISION)

(1) Under Section 8 of the Civil Servants Act, 1973 it is necessary for proper administration of a service cadre or [1] post that the appointing authority shall cause a seniority list of the members for the time being of such service cadre or post to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or post, as the case may be.

(2) Subject to the provisions of sub-section (1), the seniority of a civil servant shall be reckoned in relation to other civil servants belonging to the same service, or cadre, whether serving in the same department or office or not, as may be prescribed.

(3) Seniority on initial appointment to a service, [1]cadre or post shall be determined as prescribed.

(4) Seniority in a post service or cadre to which a civil servant is promoted shall take effect from the date of regular appointment to a post in that post :

[1]Civil servant act amendment ordinance 1984.

(5) Provided that civil servants who are selected for promotion to a higher post in one batch shall, on their promotion to the higher [1] post retain their *inter-seniority* as in the lower [1] post.

II. SENIORITY PRINCIPLES

Subject to any special rules prescribed under Sub-section (2) of Section 8 of the Civil Servants Act, 1973 for any particular service or post, seniority on initial appointment or promotion to a service or post shall be determined as under :—

(1) DIRECT RECRUITS

(a) Candidates recruited through an open advertisement or competitive examination|test or interview should rank senior to those recruited through subsequent advertisement or competitive examination|test or interview.

(b) If two or more candidates are recommended for appointment the *inter-seniority* would be determined in order of merit assigned by the Federal Public Service Commission or the Departmental Selection Committee, as the case may be.

(c) If only one candidate is recommended by the Federal Public Service Commission or the Departmental Selection Committee the seniority would count from the date of recommendation by the Federal Public Service Commission|Departmental Selection Committee or from the date of joining the post or service, whichever is later.

(2) DEPARTMENTAL PROMOTEES

(a) Officers who are approved by the Selection Board|Departmental Promotion Committee for promotion to higher posts on earlier date shall rank senior to those who are approved on a later date.

Provided that :—

(i) an officer eligible for promotion who is inadvertently omitted from consideration in the original reference and is superseded, when he is subsequently considered and approved for promotion, he will take his seniority with the original batch ;

(ii) when in a single reference, the Selection Board|DPC are asked to recommend more than one person and the recommendation of the Selection Board|DPC is held up in respect of on or more such persons for want of complete papers etc., or for reasons beyond the control of the persons concerned, the recommendation of the Selection Board|DPC in respect of such persons when made subsequently will be deemed to have been made on that date when the recommendation in respect of the original batch was made.

[1] Civil servant act amendment ordinance 1984.

(b) Officers approved by the competent authority on regular basis for promotion to higher posts will maintain the same seniority as they were enjoying in their lower posts.

(c) Seniority of Departmental promotees in the higher posts should be counted from the date of regular promotion to the higher posts.

The word regular implies :—

(i) that the promotion to the higher post is made in accordance with the prescribed roster, and ;

(ii) that the promotion to the higher post is made on the recommendation of the Departmental Promotion Committee or the Selection Board, as the case may be, and with the approval of the authority competent to make the appointment ; and

(iii) that the promotion to higher posts are kept within the quota reserved for departmental promotion. In the event of the prescribed Departmental Promotion quota being exceeded in any Particular case or, cases, the seniority of the person or persons promoted in excess of the quota shall not count from the date from which the promotion or promotions were actually made, but from the date or dates from which they would have been made, if the quota had been properly followed.

(3) *Departmental promotees* vis-a-vis *direct recruits*.—Officers promoted to the higher posts in a continuous arrangement and as a regular measure in a particular year shall as a class be senior to those appointed by direct recruitment in the same year.

[*Extracts from Establishment Division O. M. No.* 1/16/69-*D. II dated* 31*st December* 1970 vide *Annexure-I and Annexure-II*].

ANNEXURE I

(Copy of Establishment Division O. M. No. 1/2/56-D-II, dated the 19th November, 1962).

The undersigned is directed to say that the question of determination of *inter se* seniority of promotees, and direct recruits has been considered in the Establishment Division, and the following principles are laid down for the guidance of Ministries/Divisions :

(a) Where a number of persons are appointed to a grade with the Central Public Service Commission's approval given on a single reference to the Commission, their seniority *inter se* will count from the date (s)

they started officiating continuously in that grade against substantive vacancies, if they are already in service in posts in the same grade. This principle will also apply in a case in which the Commission does not approve a person for appointment to a grade in which he has been officiating but the advice of the Commission is not accepted, and it is over-ruled in accordance with the prescribed procedure.

(b) Seniority will not, however, be determined in accordance with the above, formula in the case of an officer whose appointment to the post in which he has been officiating is not approved by the Commission and the decision of the Commission is accepted by Government. In such a case if the officer concerned is approved by the Commission on a subsequent reference, he will take seniority with effect from the date of approval unless the approval is given by the Commission from a retrospective date.

(c) The *inter se* seniority of persons appointed direct from outside will be determined in the order of merit assigned by the Central Public Service Commission.

These principles have general applicability except where any rules of seniority already exist in which case seniority should be governed by those rules.

The revised seniorities which may be fixed according to these principles shall have prospective effect in the sense that all promotions confirmations already made on the basis of the old seniority list shall not be disturbed.

ANNEXURE II

(Copy of the Establishment Division O.M. No. 7/35/62-D.II. dated the 6th November, 1964).

The undersigned is directed to refer to this Division's O.M. No. 7/35/62-D. II, dated the 4th September, 1963, (—) and to say that on the basis of the replies received from the Ministries/Divisions the matter has been further considered in consultation with the Federal Public Service Commission and it has been decided that the following principles should be followed for fixing seniority of departmental officers on promotion from Class II to Class I posts :—

(i) The officers approved by the Commission for promotion from Class II to Class I posts shall retain the same seniority on promotion to a higher grade which they were enjoying in the lower grade.

(ii) The officers who would be approved by the Commission on an earlier date shall rank senior to those who would be approved on a later date ; provided that :—

(a) If an officer eligible for promotion was omitted from consideration in the original reference and inadvertently superseded, when subsequently considered and approved for promotion, will take his seniority with the original batch ;

(b) When in a single reference the Commission have been asked to recommend more than one person and the recommendation of the Commission is held up in respect of one or more of such persons for want of incomplete papers etc. or for reasons beyond the control of the persons concerned, the recommendation of the Commission made subsequently will be deemed to have been made by the Commission on the date when first recommendation was made.

2. These principles have general applicability except where any rules of seniority already exist in which case seniority should be governed by those rules.

CHAPTER II.—TRANSFERS AND POSTINGS

GENERAL RULES

33. The following general rules apply equally to officers of all the different branches unless it is otherwise expressly specified as applicable to a particular branch or to a particular class of Government servants. Further rules regarding "Transfer of office" are given in the posts & Telegraph Initial Account Code, Volume I.

POWERS

34. The powers of the Director General, the Head of a Region and subordinate authorities to sanction transfers and postings of a member of the Department are laid down in the Schedule of administrative powers in the Telegraph & Telephone Manual, Volume III.

35. All transfers, changes of headquarters and special duties of gazetted officers should be communicated to the Director General and to the office of the *Director, T & T Accounts, Lahore, as laid down in the Posts and Telegraphs Initial Account Code, Volume-I.

CONDITIONS OF TRANSFERS

36. The rules regarding transfers of officials otherwise than for the public convenience will be found in Part VII of the Administrative Instructions issued by the President and published as Appendix No. 3 to the Fundamental and Supplementary Rules.

37. All officials of the Department are liable to be transferred to any part of Pakistan under civil servants Act unless it is expressly ordered otherwise for any particular class or classes of officials. Transfers should not, however be ordered except when advisable in the interests of the public service. Government servants in basic Scale 1 & 2 should not, except for very special reasons. be transferred from one district to another. All transfers must be subject to the conditions laid down in Fundamental Rules 15.

38. Transfers of officials when desired for their own convenience should not be discouraged if they can be made without injury to the rights of others. As, however, it is not possible to import an outsider into a new cadre without injury to the other members of the cadre, such transfers should not ordinarily be allowed except by way of exchange. Transfers by way of exchange, if safe-themselves inherently unobjectionable, should be allowed, but in order to safeguard the rights of men in the cadres affected of both the offices, the official

*Audit office substituted by the office of the Director, T&T Accounts, Lahore.

brought in should take the place in the new cadre according to the date of the place vacated by the official with whom the exchanges appointment, whichever is the lower.

An official transferred to another cadre at his own request but without arranging for mutual exchange should take the lowest place in that cadre. In either case of transfer, any special privileges to which an official may be entitled by virtue of his position in the cadre from which he takes transfer, will ordinarily be forfeited on his transfer to a new cadre.

Note.—Transfer from one cadre to another, contemplated in this rule, means transfer of an official at his own request or by mutual exchange, to a separate cadre of officials of the same class and rank, involving the deletion of his name from the gradation list of one unit and the inclusion of his name in the corresponding gradation list of another unit.

39. A Government medical officer is prohibited, under the rules of his Department, from recommending that an official be transferred from, or that he be excused from proceeding to, a particular station on the score of health: nor is he at liberty to offer an opinion as to the nature of the duties or the place of employment of an official unless requested to do so by the official's superior.

40. Every gazetted officer transferred from one station to another must report his movements to the officer under whose immediate orders he may be proceeding to serve. These reports must be made, first, on being relieved; secondly, on starting.

TRANSFERS OF CHARGE

41. The rules regarding the transfer of the charge of an office will be found in Part II of the Administrative Instructions issued by the President and published as Appendix No. 3 to the compilation of *Fundamental and Supplementary Rules.*

42. The orders of transfer must in each case specify in detail how the transfer is to be carried out, *i.e.,* to or from whom and under what circumstances each official concerned will make or take over charge, and whether charge is to be relinquished or assumed on a specified date or as each official is relived. In special cases, the Head of a Region may authorise two officers to exchange charges by telegraph. As a general rule, when two officers are to exchange charges, the officer to be first relieved should be ordered to make over charge to one of the next senior officers who will hold charge temporarily until relieved.

43. In cases where an officer is relieved of a charge without making it over to any one, he should sign the charge report in form A.C.G.-61 alone as having reliquished charge, altering the entries to suit the requirements of the case.

[1]Governor-General Substituted by President.

In cases where an officer takes over charge of an appointment which is not held by another officer, he should sign the charge report alone as having assumed charge, altering the entries to suit the requirements of the case.

44. An officer transferred may not, without urgent necessity or special orders of the Head of the Region/Administrative unit, leave the station before the arrival of the permanent successor, and there must be no delay in making over charge after the arrival of the relieving officer.

45. When the charge of an office is transferred from one officer to another, the relieving officer must before signing the charge report check the several books, registers and accounts of the office including stores and all valuables, and verify the balances in hand as prescribed in Articles 241—243 of the *Posts and Telegraphs Initial Account Code,* Volume I.

46. When the head of an office is granted informal leave, it will rest with the authority granting such leave to decide how far the provisions in the preceding rules are to be observed in making over charge of the office. Cash and other valuables of the office should, however, be taken charge of and a formal charge report should be signed by the relieving and relieved officials and submitted to the officer sanctioning the leave.

47. In the event of any disagreement between the relieved and the relieving officers, a reference should be made to the Head of the Region/Administrative unit.

REPORTS OF TRANSFERS OF CHARGE

48. Reports of transfer of charges by gazetted officers including Heads of Regions should be sent by post (and not by telegraph) to the next higher authority and to the Director T & T Accounts, Lahore in form A.C.G.-61. When a non-gazetted officer is appointed to officiate in a post which entitles him to gazetted rank, a copy of the charge report should also be sent to the head of the office in which the non-gazetted officer was employed.

49. Intimations of the date on which officers like Assistant Divisional Engineers and Assistant Engineers who are merely attached to Regions or Divisions or Assistant Superintendents who are merely attached to departmental telegraph offices, leave or join their stations, should be sent in duplicate to the Divisional Engineers, Heads of Regions or Superintendents in charge of departmental telegraph offices, as the case may be.

TRANSFERS TO FILL TEMPORARY VACANCIES

50. Transfers of non-gazetted officials to fill up temporary vacancies should be avoided whenever practicable. The following procedure should be followed in making arrangements to fill up vacancies of short duration :—

(1) In the cadres in which promotion is made from officials working in the *same office or station,* officiating arrangements in cases of

vacancies of *not more than one month's duration* may be confined to the officials in the section or branch of the office where the vacancy occurs, even if this involves the supersession of a senior qualified official available elsewhere in the cadre by a junior official who is actually appointed to act.

(2) In the cadres in which promotion is made from officials working in different stations, sub-divisions or Divisions in a Region, a distinction should be made between—

(a) Vacancies of not more than one month's duration, and

(b) Vacancies of more than one month's duration but not of more than four months' duration—

(i) In the case of (a), the officiating arrangement may be confined to the officials at the station where the vacancy occurs, even if this involves the supersession of a senior qualified official by a junior official who is actually appointed to act. In the case of station where there are more offices than one each independent of the others, the officiating promotion may, at the discretion of the sanctioning authority, be confined to the office where the vacancy occurs.

(ii) In the case of (b), the officiating arrangement may be confined to the officials in the office, sub-division or Division where the vacancy occurs, on the same conditions as in the preceding clause.

(3) In special circumstances in which strict adherence to the above procedure may not be practicable or desirable from the administrative point of view, the sanctioning authority may at his discretion make acting arrangements according to administrative requirements.

TRANSIT MEMO

Rules 51 *to* 57. *Omitted* (*as they relate post office*).

*57-A. Ordinarily an officer Telegraph & Telephone Department should not remain incharge of the post specified in the schedule below for more than the period shown against each.

*Inserted *vide* D.G. T&T O.M. No. S.1—6/62, dated 21—9—1962

SCHEDULE

Posts	Period
1. Divisional Engineer and equivalent charges.	
(i) AGM & equivalent charges in R.Os. ..	4 years.
(ii) Divisional Engineers .. .. .. (General Branch *i.e.* Telegraph, Telephone & Cables) Constructions/Maintenance.	4 years on individual/ total of successive charges at the H.Qs.
(iii) Divisional Engineers, Carrier/Coaxial Cable & Trunks (Construction/Maintenance).	4 years on individual/ total successive charges at the same subject to interchange between specialists in either of those groups.
(iv) Divisional Engineers (W) HF/VHF/ M/W (Construction/ maintenance).	4 years on individual/ total successive charges at the same HQs. subject to interchange between specialists in either these groups.
(v) Chief Superintendent .. .. .. Telegraph Offices.	4 years.
(vi) Divisional Engineer (Trg.).	4 years These officials who belong to their basic specialised sectors.
(vii) Divisional Engineer, Planning & Development Section.	4 years subject to usefulness certificate by D.D. G. (Dev. and availability of replacement from the field in the particular sector.
(viii) Divisional Engineers Carrier. Mtce. (S&E) and Traffic.	4 years.
(ix) Controller of Telegraph Stores	4 years.

Posts	Period
2. Divisional Engineers and equivalent charges of specialised nature.	
(i) Divisional Engineer (Research) (ii) Divisional Engineer (Cable Loading) (iii) Divisional Engineer (Cable Ducts) (iv) Divisional Engineer (Frequency) (v) Divisional Engineer (Electrical) (vi) Superintendent, Telegraph Workshops	No specified period. The officers are required for special work and will continue on their work depending upon the aptitude and usefulness to be certified by the head of the unit *i.e.* DDG/C.E.
3. Directors/Dy. Chief Engineers	4 years subject to the availability of replacement from the field unit and *vice versa*.
4. General Managers	4 years subject to the availability of replacement from the field units/ Directorate-General.
5. Deputy Directors-General	5 years subject to the availability of replacement from the field units.

58. *Omitted* (relate Post Office).

59. *Omitted* (relate Post Office).

60. The following posts should not ordinarily be occupied by the same officials continuously for more than the period shown against each :—

(1) Investigation Inspector .. .. .. 4 years.

(2) Head Clerks to Sections in Regional Offices. 4 years.

(3) Telephone Operators including Head Operators in small exchanges .. .. .. 3 years.

61. An officer should not ordinarily be brought back to the same Division, sub-Division or post until the lapse of an interval equivalent to the maximum period for which the post may be held as fixed in the above rules.

62. Heads of Regions will report on the 1st of November each year to the Director General the case, if any, in which the orders contained in rules 57-A, 60 and 61 above could not be given effect to as well as the reasons for which this could not be done.

TELEGRAPH TRAFFIC

POWERS

63. Transfers at Government expense of any member of the Traffic Branch from one Region to another require the prior sanction of the Director-General. Transfers without relief or exchanges between the officers of the Telegraph Traffic basic Scale 16, of one Region and those of another, at the expense of the applicants, may be ordered by the Head of the Region concerned but the formal sanction of the Director-General should be obtained in each case. Exchange of stations between the non-gazetted officers of the Traffic Branch of one Region and those of another, involving no expense to Government, may be ordered by the heads of the Regions concerned and in such cases the formal sanction of the Director-General is not necessary but a report should be submitted for information.

TELEGRAPH MASTERS AND TELEGRAPHISTS/TELEPRINTER OPERATOR

64. In order to avoid expense to Government and hardship to the signalling staff, transfers should be reduced to the minimum compatible with the necessity :—

(1) of providing telegraph masters with charges of offices,

(2) of periodically relieving men at unhealthy or exceptional stations,

(3) of selecting suitable men for special duties,

(4) of meeting the general requirements of discipline and efficiency.

65. *Deleted.*

66. *Delted.*

67. *Delted.*

68. *Delted.*

68-A. *Cancelled.*

68-B. *Cancelled.*

69. Telegraphists/Teleprinter operators and telegraph masters under orders for transfer are on no account to be struck off duty until their advance have been arranged for and paid to them.

70. When a telegraph master or telegraphist/teleprinter operator is temporarily detached to camp offices opened in connection with the tours of the President/Prime Minister or other High Officials, the Regional order should clearly distinguish between—

(1) A transfer of a man from one headquarter to another.

(2) A temporary detachment on special duty to a camp office, by the addition of the word in the Remarks column of the order "Headquarters remain at....."

71. Applications for transfers from one Region to another from officers of the Telegraph Traffic Service basic Scale 16, Telegraph masters and telegraphists/teleprinter operator may be disposed of by Heads of Regions. In dealing with the applications the following procedure should be observed :—

(a) If a telegraphist/teleprinter operator can be spared without relief and is willing to be transferred to another Region at his own expense, the Head of the Region Administrative unit after consulting the Head of the Region Administrative unit concerned and obtaining the latter's consent may order the transfer. A report of the fact should, however, be made to the Director-Genral for his formal sanction.

(b) If a man cannot be spared without relief, is unable to arrange an exchange or to travel at his own expense, or cannot be accommodated in the office he asks for, the Head of the Region should not his name for the transfer when a suitable opportunity occurs and inform the applicant accordingly.

(c) Only in very exceptional cases when there are good grounds, which should be stated, for a transfer at the expense, of the State, and provided the Head of the Region Administrative Unit can spare the man without relief and has ascertained that the man can be accommodated in the office he asks for, the application should be forwarded to the Director-General for his decision.

Note.—A man's name will remain in the Region waiting list so long as he is in the Region Administrative Unit. When he is transferred (except when the transfer be temporary) his name should be struck off the waiting list and he should, if necessary renew his application and have his name registered in the new Region to which he is transferred.

TRANSFERS OF CHARGE

72. The relief of the head of an office and the transfer of the charge of departmental telegraph offices will be conducted according to the general rules laid down at the beginning of this Chapter and the following rules.

73. The relieved officer must give the relieving officer the benefit of his local knowledge, and point out any orders which may have been issued specially for the guidance of the officer in charge of the office. He must also give him his opinion as to the character of the different employees attached to the office. He will also make over a memorandum of orders remaining to be complied with, objections outstanding, deductions to be made, etc., sending a copy to the Head of the Region. The relieved officer should also trace out with the relieving officer the office connections and explain the technical arrangements of the office generally.

74. Officers in charge may not put forward, as an excuse for the non-submission or late submission of periodical office returns, and for the non-performance or irregular performance of office routine work, that they were not instructed on

these points by their predecessors in charge. Such excuses are entirely invalid, and show that the persons making them have a very imperfect notion of their duties and a very unsatisfactory knowledge of the rules. It is the first imperative duty of every officer before taking charge of an office to acquaint himself thoroughly with the routine work charge, carefully read the letters and telegrams on the office file, so as to avoid unnecessary enquiries. Heads of Regions should satisfy themselves that this has been done, as much time is uncessarily expended in calling for overdue returns, explanations, etc.

75. The relieving officer will then report to the Head of the Region/Administrative unit that he has taken charge. The relieved officer will forward one copy of the receipt (Form A. C. G.—61) obtained from the relieving officer to the Head of the Region and one copy to the Director T&T Accounts Lahore retaining another in his own possession and will then immediately proceed to his destination.

76. *Deleted.*

77. *Deleted.*

TELEGRAPH ENGINEERING

POWERS

78. The powers of the Head of a Region to sanction transfers and postings of a member of the Engineering Branch are laid down in the Schedule of administrative powers in the Telegraph and Telephone Manual, Volume III.

79. *Deleted.*

CHARGE OF DIVISIONS

80. On the occasion of the transfer of the executive charge of a Division from one Divisional Engineer to another records, cash, stores and works in hand must be made over according to the general rules and under the following rules.

81. The relieved officer will make over to the relieving officer a list of the Maintenance Tools of classes I, II and III in charge of each subordinate, and will take a receipt for the articles of classes III and IV which are in his own personal charge. The receipt and list will be sent to the Head of the Region/Administrative unit duplicate of the list being retained by the relieving and triplicate of the receipt by the relieved officer.

82. The relieved officer will draw the special attention of the relieving officer to any local or supplementary trolly rules there may be and will mention that he has done so in his memorandum on transfer of charge.

83. The relieving office will then proceed with the relieved officer to inspect the records, cash, stores and works under the Sub-divisional officer, if any, at the headquarter station. He will examine the accounts, count the cash, inspect

the stores and count, weigh and measure certain selected articles in order to test the accuracy of the returns, and shall minutely examine the work in progress as to its quality, and as to its correctness according to the sanctioned plans and estimates.

84. The relieved officer will give the relieving officer a list and memorandum showing all the works in hand, orders remaining to be complied with, objections outstanding, deductions to be made, muster rolls made over and such matters as most require his attention, with full explanation of any peculiarity of circumstances ore apprehended difficulties. Keys and padlocks made over should also be included in the list, a copy of which together with a copy of the memorandum must be sent to the Head of the Region/Administrative unit who will see that nothing necessary has been omitted.

85. The relieving officer will then report to the Head of the Region/Administrative unit he has taken charge and shall describe the state of the lines and offices records, stores and works in hand, if any, mentioning what out-stations he has yet to inspect and when he proposes to visit each. He may take this opportunity of bringing to notice anything irregular or objectionable, in the conduct of business in the Division that may have come under his notice.

86. The relieved officer will usually proceed to his destination after complying with the foregoing rules, but if there be time, the relieved officer should accompany the relieving officer in his inspection of the records, cash, stores, and works under Sub-divisional offices at outstations in the manner prescribed in rule 83 above and of the lines and offices in the Division.

87. In the case of the charge of a Division becoming vacant by the death or sudden departure of the officer who held charge, the succeeding officer shall proceed as herein prescribed for a relief, forwarding to the Head of the Region/Administrative unit the receipts which would otherwise be given to the relieved office. The Head of the Region will thus have an extra copy of such receipt to be given to the representative of the last incumbent, if necessary.

88. The officer to be relieved must prepare, for the information of the relieving officer, a "Memorandum of transfer of charge". This memorandum should include :—

(i) A list of projected lines and offices.

(ii) A list of works in hand.

(iii) The amount available under Maintenance, Cash and Stores.

(iv) Full notes on the Annual Report.

(v) A list of line inspections to be made within the next six months.

(vi) All orders remaining uncomplied with and any matter with reference to the Division which would be likely to prove of use to the relieving officer.

89. The copy of the Manual for the Guidance of officers of the public Works Department in their relations with contractors, which is kept in the custody of the Divisional Engineers, should be made over by the same personally to the relieving officer and the fact should be specially mentioned in the "Memorandum of Transfer of Charge" submitted to the Head of the Region/Administrative unit.

CHARGE OF SUB-DIVISIONS, SECTIONS OR WORKS

90. Transfers of Sub-divisional officers, Assistant Divisional Engineers/ Assistant Engineers and subordinates will be conducted on the same principles as those of Divisional Engineers, the same documents being made out, but forwarded to the officer in charge of the Division.

Note.—No technician line or lineman is to leave one Division for another unless his bills for expenditure against that Division have been paid in bill up to date of transfer.

CHAPTER III.—LEAVE

LEAVE APPLICATIONS

91. Application for leave, must be prepared in form G. F. R. 13.

92. Application for leave must be submitted in time to enable the necessary arrangements to be made for the performance of the absentee's duties during his absance. Should the application not be submitted in proper time and in the prescribed form, the leave applied for may be refused or postponed, *vide* Revised leave Rules, 1980 in Appendix-43.

LEAVE APPLICATIONS FROM NON-GAZETTED OFFICERS

93. Applications for leave from non-gazetted officers for whom service books or service rolls are maintained will be prepared in form GFR. 13 prescribed for such officers and submitted to the officer in charge of the office where the applicant's leave account is maintained and his service book or service roll is kept. This officer will examine the leave account and the service book or service roll and will if, the leave applied for is admissible, sign the certificate on the reverse of the form of leave application. The application will then be sent on, without delay, to the officer who is the applicant's immediate superior. In the case of those members of the establishment to whom a Sub-divisional officer is empowered to grant leave, the form Est.-36 (a) only should be filled in by the Sub-divisional officer and forwarded to the Divisional Engineer ; in the case of other non-gazetted officials the form GFR 13 should be used by an application for leave and forwarded in original by the Sub-divisional officer to the Divisional Engineer.

94. *Deleted.*

95. The applicant's immediate superior will, if he is the officer authorised to deal with the application, pass orders on it in accordance with rule 97 ; otherwise he will forward the application and service book (if any) to the proper officer with his recommendations and proposals for filling up the vacancy.

96. *Omitted.*

ORDERS ON LEAVE APPLICATION FOR NON-GAZETTED OFFICERS

97. The officer who is authorised to deal with the leave application will satisfy himself as to the title to the leave applied for by reference to the certificate of admissibility of leave recorded on the reverse of the leave application. If the officer grants the leave, an order will be issued, specifying the arrangements ordered in consequence of the vacancy. A copy of the order will be furnished to the head of the applicant's office and the head of the office from which the official's pay is drawn, and to each of the officials concerned ; and in the case of

leave applications submitted to the Head of the Region through a supervising officer, a copy of the order passed should be furnished to the supervising officer.

Note.—When an employee in basic scale 1 & 2, furnishes as security under rule 191 of the Telegraph and Telephone Manual, Volume II, is absent on leave or deputation, his substitute must be one who is an approved candidate and has given the prescribed security. If, however, no such substitute can be obtained, and absentee cannot furnish a substitute to work on his (absentee's) responsibility, the officer in charge, may appoint a trustworthy substitute on his own personal responsibility. When a person who has not furnished security is so appointed the officers in charge should immediately inform the appointing authority concerned of the interim arrangement made on his own responsibility and the appointing authority should, without loss of time take steps to replace the substitute by an approved candidate who has furnished security.

Leave Applications from Gazetted Officers

98. A leave application in from App.-37 from a gazetted officer be forwarded, in the first instance, to the Head of the Region. In cases in which the Head of the Region is competent to sanction the leave, he will dispose of the leave application after obtaining a certificate of admissibility to the leave applied for from the office of Director T & T Account Lahore. In other cases, the Head of the Region will send the application [through the *Director T & T Accounts, Lahore] to the Director General for orders. With the application the Head of the Region will submit his nominations for the officiating appointments which are beyond his powers of sanction.

Casual Leave

99. As indicated in part V (2) of the administrative instructions in connection with the Fundamental Rules reproduced in Appendix No. 3 to the compilation of Fundamental Rules and Supplementary Rules, Volume-II, Casual Leave is not a recognised form of leave. Technically, therefore, a Government servant on casual leave is not treated as absent from duty and his pay is not intermitted. For administrative reasons and, in order to ensure, as far as possible, uniformity of treatment in this respect, the following instructions have been laid down to regulate the grant of casual leave to the staff of the Telegraph and Telephone Department and must be strictly observed. Casual Leave, however, must not be granted so as to cause evasion of the rules regarding :—

(i) reckoning of pay and allowances ;

(ii) charge of office ;

* " Auddit Office "Substituted by Director T&T Accounts, Lahore.

(iii) commencement and end of leave ;

(iv) return to duty ;

or so as to extend the term of leave beyond the time admissible by rules.

(a) Casual Leave is limited to a maximum of 20 days in a year. The year, for this purpose, must, in all cases, be taken as the period of 12 months from 1st January to 31st December.

(b) *Deleted.*

(c) The number of days specified is a maximum only and no one can claim the maximum number of days of casual leave as a matter of right, *i.e.* ; casual leave cannot be carried forward from one calendar year to subsequent calendar year.

(d) Casual Leave is intended essentially for absence due to unexpected contingencies. Therefore, such leave should ordinarily be granted upto 10 days at one time to the members of staff and 15 days to officers. However, 15 days casual leave at a time may be granted to the members of staff also. This rule may be relaxed at the discretion of the Heads of the offices in special circumstances in the case of officers as well as members of Staff. For longer periods of absence regular leave should ordinarily be taken.

(i) Casual Leave may be prefixed or suffixed to a closed or optional holiday, and may be sandwitched in between two closed or optional holidays. If a closed or optional holiday falls between two days of casual leave it should also be counted as a casual leave.

Exception.—Casual leave upto 15 days may be sanctioned for recreation, but only 10 days will be debitted to casual leave account.

(e) Except in the cases specified in rule 100 below, the grant of casual leave is, in each case, subject to the clear condition that no extra expenditure shall be incurred in consequence of the absence of an official on casual leave. Casual leave can be granted only when this can be done without inconvenience to public administration and the work of the absentee can be distributed and performed by the remaining staff or can be held up without inconvenience pending his return to duty.

(f) The authority competent to grant casual leave is the head of the office, and where the applicant himself is the head of the office, the authority immediately superior to him. The decision of this authority to grant or not to grant casual leave is final in all cases.

100. Expenditure may be incurred on account of the absence of officials on casual leave only in the following cases :—

(a) by payment of overtime allowance ;

(i) to telegraphists|teleprinter operators.

(ii) to telephone operators and technician carrier in exchange and carrier or repeater offices staffed by four operator or less. (Memo. No. Es. A. 10|41|17, dated 22-12-42.

(b) by employment of substitutes ;

in telegraph offices, in the place of employees in Basic scale 1&2 (other than boy-Naib Quasids).

Note.—The rules regarding the employment of substitutes in casual leave vacancy are given in Appendix 6 of this Volume.

(c) by payment of travelling allowance to substitutes ;

In the case of single handed or two-handed, departmental telegraph offices, telephone exchanges, carrier and repeater offices or such offices where although the sanctioned establishment exceeds two, it is not possible to make local arrangements to fill up a casual leave vacancy.

101. *Deleted.*

102. Casual leave need not be reported nor recorded in absentee statements in service books or service rolls.It should be noted in loose sheets in form Est-50. The forms should be kept with the authority empowered to sanction casual leave, or with his head clerk, if any. Inspecting officers should secrutinise a proportion of these casual leave sheets. When an official is transferred, the officer maintaining his casual leave officer by whom they are to be maintained.

Note.—The cases in which the grant of casual leave involves evasion of rules will be found in Part V (2) of the Administrative Instructions issued by the Governor-General and published as Appendix No. 3 to the Fundemental and supplementary Rules.

CHAPTER IV.—PENSIONS AND GRATUITIES

PENSION RULES

103. The rules governing the grant of pensions and gratuities will be found in the Civil Service Regulation.

RETIREMENT

104. The rules regarding retirement and resignation of officers will be found in section 13 of the Civil Servants Act, 1973 and Fundamental Rule 56.

INSTRUCTIONS FOR THE PROMPT DISPOSAL OF PENSION CASES

105. Pension cases are often considerably delayed and the pension papers have to be returned so often for the correction of mistakes and the supply of omissions that many months generally elapse before an application for pension is ready for sanction. All officers must deal promptly with pension applications and submit all the information required complete at one time. They should bear in mind that delay in payment of pension may involve particular hardship, and everything should be done to prevent or shorten to the utmost such delays. Heads of Regions/Administrative Units are required in cases of delay to submit a full explanation to fix responsibility for delay and furnish the names of the officers who are held to be in fault. Very severe notice will be taken of any neglect or dilatoriness on the part of the officers dealing with pension cases.

106. A Divisional Engineer, A Telegraph Officer in independent charge of a departmental telegraph office, Radio Traffic Officer-in-Charge of a Central Radio-Office, Officers-in-Charge of Telegraph Store Depots including the Controllers of Telegraph Stores, Superintendent of Telegraph Workshop and Accounts Officers Telephone Revenue/Telegraph Stores/Telegraph Workshop/International Telecommunications Accounts should submit to the Head of the Region/Administrative Units on the 1st of each month a return in form Est. 52 of the applications for pension or gratuity which were pending in his Division or Office at the close of the preceding month.

On receipt of such returns by the Regional/Administrative Unit Offices the information which they contain should be embodied along with information relating to cases pending in their offices, in a consolidated return in form Est-53 and this consolidated return should then be submitted to the Director General Telegraph and Telephone Islamabad for review.

Note.—In the returns the length of time a case has been pending should be reckoned from the date on which the applicant for pension or gratuity, in each case, cased to be on the establishment.

107. When the preparation of a pension case presents difficulties which are likely to involve prolonged enquiries or when an official has been unexpectedly retired and it is clear that his pension cannot be sanctioned within a month, the officer concerned should at once ask the authority competent to sanction the pension to address the Director T&T Accounts to arrange anticipatory pension under the provisions of Article 922 of the Civil Regulation. The settlement of such provisional payments should made so as to admit of their disbursement not later than one month of the officer has ceased to hold his post, and with effect from the date which he retired. The undernoted documents should invariably sent to office of Director T&T Accounts Lahore alongwith the application for anticipatory pension.

(1) A declaration as prescribed in Article 922 (a) of the Civil Service Regulations. *Vide* Annex-I.

(2) An attested copy of the first page of the application for pension Annex-B.

(3) The thumb and finger impression card Est. 54 *vide* Annex-C.

(4) Specimen signature of the applicant (in duplicate).

(5) Last pay certificate.

(6) The service book.

(7) A statement showing the details of the services of the applicant as recorded in the service book and the pay drawn by him during the last twelve months of his service.

(8) Requisite medical certificate of incapacity for further service in case of invalid pension.

108. In order to facilitate the prompt disposal of pension cases the succeeding rules containing instructions for guidance should be carefully studied by all officers concerned.

109. Heads of Regions/Administrative Units, the Director Telegraph Stores and Workshop, Karachi, the Director T&T Accounts, Lahore and Heads of offices will review at regular intervals all cases of civil servants serving under them, who have completed 25 years of service with a view to determine whether they continue efficient or not and issue orders for retirement or retention in service in regard to officials whom they are competent to appoint.

110. All officers concerned must keep a constant watch over the pension work of their offices. They must personally scrutinise the return of pending pension and gratuity cases (of those of their subordinates whose pensions or gratuities they are competent to sanction) as well as those whose pensions or gratuities their subordinate non-gazetted officers are competent to sanction prepared each month in their offices, and they should take immediate steps to accelerate the completion of cases which the return shows to be pending for three months or more. They should

also, from time to time, test the completness and accuracy of the return by reference to the cases themselves when these come up before them. They should take special precaution that these pensions or gratuities are sanctioned by them personally if they are empowered to do so or sent to the officers concerned for sanction if they are not competent authority as soon as they are complete in all respects, and that the papers on which their signature is necessary are also signed by them.

111. *Deleted.*

MEASURES TO AVOID DELAY IN THE FINALIZATION OF PENSION CASES

111-A. (i) The most important factors relevant to the determination of the amount of pension|gratuity are the length of qualifying service rendered by a Government servant before retirement|death and average emoluments. Information in both these respects is computed on the basis of the information available in the History of Services/Service Book/records of the Government servant concerned. The simplified procedures themselves cannot being about the desired results unless the authorities concerned take effective steps to ensure that service records are kept up-to-date and complete. In order to achieve this object the following measures have to be adopted.

(ii) *History files.*—Director General T & T/Staff Branch concerned will maintain a History file of each gazetted officer. This file should contain (a) gazetted Notification (b) Charge Report (c) a separate Card or Booklet showing the date of Assumption and Relinquishment of Charge of each post and emoluments drawn, and (d) Leave Account showing the various kinds of leave taken by the officer from time to time. As soon as an officer is transferred to another Department or office, his History File should also move with him to the new office or Department. The History File should be shown to the officer concerned in January every year and his acknowledgement obtained on it after settling any discrepancy that may be noticed.

(iii) *History of Service.*—Director T & T Accounts, Lahore, should compile History of service in respect of gazetted officers, regularly and keep them up-to-date.

(iv) *Service Books.*—Service Books in the prescribed form should be maintained in duplicate, in respect of all the non-gazetted Government servants. One copy of the service Book should be kept in the custody of the head of the office in which the Government servant is employed and transferred with him from office to office. Every step in a Government servant's official life must be recorded in his service book, and each entry must be attested. It should be ensured that all entries are duly made and attested and that the service Book contains no erasures or overwritings, all corrections being neatly made and properly attested. The second copy of the service Book should be kept in the custody of the Government servant concerned who should ensure that all entries in his service book are recorded and attested in time. The Government servant should

in his own interest, examine his service Book occasionally in order to see that it is not only properly maintained but the entries made therein are also complete in all respects. The Head of the office should permit a Government servant to examine his Service Book should be at any time desire to do so. For the purpose of the grant of pension|gratuity, increment, etc., to the Government servants, only the original copy of the service Book will be consulted, the duplicate copy of the Service Book would serve as a means for completion of the original Service Book or its reconstruction in the event of its being lost or destroyed.

(v) *Verification of service.*—At a fixed time early in the year the Service Books should be taken up for verification by the Head of the office, who after satisfying himself that the services of the Government servant concerned are correctly recorded in each service book, should record in it a certificate in the following form :—

"Service verified upto (date) from (the record from which the verification is made)".

(vi) If the service cannot be wholly verified from the records (Service Books, Pay bills and acquittance rolls) of any one office, reference shall be made to the heads of other offices in which the Government servant has served. The Head of an office must, when called upon furnish verification memo (Est-55) within ten days from the date of receipt of the communication.

(vii) If, in any particular case, it is not possible to verify certain period of the service of a Government servant from the official records, a statement of the Government servant in writing as to the particulars of the period, statements in writing of other officers who were his contemporaries in the office|department, and documents and letters not forming part of official records may be received in evidence and the service verified on their basis. The power to admit service under this provision can be exercised by the authority empowered to sanction pensions.

(viii) On transfer of the Government servant from one office to another the Head of office should record in the Service Book the result of the verification of service with reference to pay bills and acquittance rolls in respect of the whole period during which the Government servant was employed under him, before forwarding the Service Book to the new office.

(ix) *Verification of service by Director T & T Accounts, Lahore.*—The services of a Government servant should be got verified by the Director T & T Accounts, Lahore, as soon as he has completed ten years service, thereafter the next verification should be on completion of 25 year's service, *i.e.*, in respect of the intervening 15 years, and then finally it should be verified in respect of the period after 25 years when a Government servant actually due to retire. The length of the pensionable service accepted by the Director, T & T Accounts, Lahore, at these stages should be recorded in both the copies of Service Book of non-gazetted Government servants, with the stamp of verification duly authenticated. In the case of Gazetted officers, the fact of verification should appear in the History of service but if the History of service is not up-to-date, the officer concerned should be informed of the accepted length of pensionable service through a letter.

(x) *Observance of rules relating to grant of secured advances.*—It should be ensured that all secured advances made to the Government servants are properly and adequately secured with mortgage deeds, agreements, etc., as prescribed under the rules. It should be ensured that suitable steps are taken at the appropriate time so as to complete the recovery of other Government dues before the date of retirement. Officials responsible for the grant and recovery of advances and other outstanding dues, should be warned that should an advance or any other amount due from the Government servant be found to be irrecoverable, due to non-observance of prescribed procedure|rules and|or negligence, it will be liable to be recovered from those officials. If the amount of advance is not fully repaid, the retiring Government servant should be asked to give his consent to any recoveries due from him being effected from the pension|gratuity payable to him. In case, he fails to give such consent, appropriate legal action should be taken to effect the recoveries on the basis of the mortgage deeds executed by him at the time of drawing the advance.

(xi) *Grant of un-secured advances.*—No unsecured advances should ordinarily be granted to any Government servant within six months of the date of his retirement. If any such advance or other dues are already outstanding, these should be recovered from his pay or leave salary for six month's period upto the date of his retirement. If, for special reasons, it becomes necessary to grant an advance of pay, travelling allowance etc., to any Government servant within six months of his retirement, he should be required to furnish security of a permanent Government servant, who is not due to retire within one year before the advance is paid to him.

112. In dealing with applications for pension or gratuity the officers concerned must satisfy themselves that all the instructions in this Chapter are fully complied with, so far as the requirements of the case in question are concerned.

113. With a view to ensuring that a retiring Government servant begins to draw his pension on the date it becomes due, the following procedure should be followed by the officers concerned.

114. The Director General of Telegraph and Telephone (in the case of non-gazetted officers) and Heads of offices (in the case of non-gazetted employees) will start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the Government servant concerned which, according to the existing rule, is to be submitted not earlier than six months before the date of retirement. For this purpose Heads of offices should maintain a register showing the dates of retirement of all their officers/employees and this list should be reviewed quarterly. It should also be ensured that all the preliminary enquiries, filling of forms, verification of qualifying service, etc., are completed by the time the officer|official submits the formal application six months before the date of retirement. The entries in the special register should be verified by a Gazetted officer in Regional offices and Heads of offices in other offices.

115. The office responsible for initiating the case should start filling Sections (2) to (5) of Part II of the working copy of the Pension Application Form C.S.R. 25 (Revised) one year before the expected date of retirement.

116. Simulteneously, with the starting of preparation of pension papers of a Government servant, the officer concerned should consult the records and see whether any recoveries are due from him on account of misuse of Government funds or losses caused to Government. If there are any such dues, early steps should be taken to complete the recoveries of the dues before the date of retirement. If any disciplinary action in this behalf has to be initiated, this should be done at once, so that it may be possible to finalize the case and complete the recoveries before the date of retirement. In case such action has already been initiated steps should be taken to finalize it as quickly as possible so that recoveries may be completed well in time. If any other disciplinary action is pending, it should also be finalized.

117. Six months before the expected date of retirement, the would be pensioner should be asked to fill in and sign Part I in a fresh copy of the form and submit it alongwith three specimen signature, three photographs and two sets of thumb and finger impression on the prescribed form, all duly attested. The photographs and thumb and finger impressions are not required in the case of gazetted officers.

118. Part I of the working copy should then be filled in by copying from the signed copy received from the applicant. Similarly, Sections (2) to (5) of Part II of the signed copy should be filled in by copying from the working copy. Section I of Part II of both the forms should then be filled in.

119. Requests for furnishing 'No Demand Certificate' should be made to all concerned at least six months before the date of retirement of the Government servant. If any demand is outsanding against the Government servant, it must be intimated not later than 15 days after the date of retirement (which should be specified in the request for 'No Demand Certificate'). In case the demand is not intimated within the above time limit the finalisation of the pension case should not be held up on that account and the office which has failed to intimate an outstanding demand by the due date should be held responsible.

120. The payment of pension should not be held up merely for want of 'NO DEMAND CERTIFICATE'. In cases in which 'No Demand Certificate' is not available P.P.O. may be issued by the Director, T & T Accounts, Lahore for payment at a Treasury subject to the production of an undertaking at the time of the first payment of the pension|grantuity, by the pensioner, or his family (in the case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recoverable from the pension : *vide* Annex F. Failure to intimate recoveries during this extended period should result in the amount involved being recovered from the official responsible for the delay. If any Government dues are found to be outstanding

against pensioner within one year from the date of issue of the P.P.O. the matter should be referred to the Director General T & T (for gazetted officers) or Heads of Regions|Administrative units (for non-gazetted employees) as the case may be, for orders before any recoveries are actually effected from the pensioner.

121. In cases where Government servants retire with less than 10 years service and are entitled to service gratuity only, the payment of such gratuity can, therefore, be made only after the 'No Demand Certificates' have been issued by the authorities concerned. But the payment of gratuity should not be withheld for more than six months after the date of retirement. The onus of furnishing the certificate or intimating the outstanding dues, as the case may be, within this period will rest on the Disbursing officer concerned. The outstanding dues coming to light within this period may be recovered from the amount of gratuity which should be paid after six months of the date of retirement without insisting on the 'No Demand Certificate' and the responsibility for Government dues, if any, coming to light thereafter should rest with the officials responsible for the delay.

122. Divisional Engineers|Heads of offices drawing the pay of the would be pensioner should ensure that all dues on account of rent for the Government residential accommodation are realized before the date of retirement. No Demand Certificate in respect of only the last accommodation should be necessary in case rent recovery is effected by Estate Branch|other office.

123. The signed copy of the Pension Form should be forwarded to the sanctioning authority after filling up and signing section (6) of Part II. The working copy may be retained in the initiating office as an office copy.

124. Pension Application Form must be supported by such requisite documents as can be issued before the actual date of retirement. In case of Invalid Pension, invalidity certificate should be enclosed in original. Documents which cannot be issued till the date of retirement such as the "Last Pay Certificate" and the "No Demand Certificate" should be sent afterwards separately.

125. *Last Pay Certificate.*—It shall be mandatory for the drawing and disbursing officers for non-Gazetted staff and Director T & T Accounts for gazetted officers only to issue Last Pay Certificate within 15 days of the date of retirement of a Government servant.

126. Where a Government servant is deceased and family pension is payable to the widow or other claimants, the following documents have to be sent alongwith the Pension Application Form :—

(a) Application (in original) from the widow|claimants, in CSR-25A *vide* Annex-B.

(b) Death Certificate (in original).

(c) Postal Address (3 copies).

(d) List of surviving members (3 copies).

(e) Specimen signature of widow|claimant (s).

(f) Thumb and finger impressions of the widow|claimant.

(g) Non-employment certificate (3 copies).

(h) A certificate to the effect that the widow had not judicially separated from her husband (3 copies).

(i) A certificate that the widow had not re-married after the death of her husband.

127. The sanctioning authority should fill in Section (7) of Part II of the Form. The full pension admissible under the rules is not to be given as a matter of course, unless the service rendered has been really approved. If the service rendered has not been thoroughly satisfactory, the authority sanctioning the pension|gratuity should make such reduction in the amount of pension|gratuity as it thinks proper. However, no reduction in the amount of any pension can be made without affording to the person concerned, by means of a notice in writing, an opportunity to show cause against the proposed reduction.

128. After completion of Section (7) of Part II of the form the sanctioning authority should send the form to the Director T & T Accounts, Lahore, alongwith a forwarding letter. In regard to preparation of pension papers of Government servants on deputation to other Departments and that those of a temporary employee may be prepared by the borrowing Ministry|Department.

129. The Director, T & T Accounts, Lahore, after scrutinizing Part I and Part II and arriving at his own findings about the correct length of qualifying service and the amount of Pension and Gratuity admissible, record a gist of his findings from his working papers into Part III of the form.

130. The Director T & T Accounts, Lahore, should issue the Pension Payment Order in cases where all necessary documents|informations are available with him, a fortnight before the expected date of retirement.

131. When the preparation of a pension case is started a Progress Sheet in the following form should be attached with it showing the dates by which specific action should be completed. This sheet should move with the pension case from the appointing authority to the Director T & T Accounts, Lahore, and should be returned to the Appointing authority after the final Pension Payment order has been issued. The return of the Progress Sheet should be watched by the concerned appointing authority and on its receipt back it should be examined with a view to finding whether any delay has taken place.

132. Progress Sheet for pension cases :

1. Name of retiring Government servant.
2. Post held.
3. Date of Birth.
4. Expected date of retirement.

	Due date	Action Initiated on	Action Completed on
5. Initiate preparation of pension papers.		On year before the expected date of retirement.	
6. Checking of records to see whether any recoveries of Govt. dues are outstanding.			
7. Obtaining of formal application for pension from would be pensioner.		Six months before the expected date of retirement.	
8. Request for furnishing No Demand Certificate.			
9. Writing to Estate Office to bring rent account up-to-date.			
10. Finalisation of pension papers in administrative offices and their submission to Director T&T Accounts, Lahore.		At least three months before the expected date of retirement.	
11. Issue of Pension Payment Order.		Fortnight before the expected date of retirement.	

This Progress Sheet should move with the pension papers of the individual concerned and be returned to the administrative/appointing authority after Pension Payment Order has been issued where observations of Director General T&T/Head of Region/Administrative unit should be recorded.

133. *Steps relating to preparation and disposal of an ordinary pension case.*—One year before the date of retirement :

STAGE I

(*i*) The office responsible for initiating the case starts filling up of working copy of the Pension Application Form.

(*ii*) Check records to see whether any recoveries of Government dues are outstanding.

(*iii*) Attach a Progress Sheet showing the dates by which specific action is required.

Six months before the date of retirement

STAGE II
- (*i*) Obtain formal application from the would-be pensioner.
- (*ii*) Requests the parties concerned for issue of " No Demand Certificate ".
- (*iii*) Warns the Estate Office to bring the rent account up-to-date.

Six to three months before the date of retirement

STAGE III
- (*i*) Completes the pension papers for submission to sanctioning authority.
- (*ii*) Sanctioning authority records orders.
- (*iii*) Forwarding of papers to the Director T&T Accounts Lahore.

Three months to fortnight before the date of retirement

STAGE IV
- (*i*) Director T&T Accounts Lahore checks the pension papers.
- (*ii*) Director T&T Accounts issues the P.P.O.
- (*iii*) Allows anticipatory pension in case delay is likely to take place in finalization.

After the issue of P.P.O.

STAGE V
- (*i*) Director T&T Accounts returns the Progress Sheet.
- (*ii*) Director General T&T/Heads of Regions/Administrative units/Heads of offices examine (s) the Progress Sheet.

134. Applications of gazetted officers whose pensions requires the sanction of the Government of Pakistan or the Director General, except application for extra-ordinary pensions, should be submitted by the Head of the Region|Administrative unit direct to the Director General who will forward them to the Director, T & T Accounts, Lahore, for issue of Pension Pay Order.

All other applications for pension should after final preparation by the offices concerned, be referred to the authorities competent to sanction pension, who will forward them to the Director, T & T Accounts, Lahore, for issue of Pension Pay Order.

134-A. Specimen of forwarding letter for super-annuation|family|invalid| retiring pension.

To

The Director,
T & T Accounts,
Lahore.

SUBJECT :—*Grant of pension|gratuity to*.....

I have the honour to forward herewith the pension papers in respect of Mr.|Mrs.|Miss....., as detailed below :—

1. Service Book (where necessary) and or history of services.
2. The Last Pay Certificate showing him paid upto.....
.....

3. No Demand Certificate of the Department.

4. No Demand Certificate of the Estate Office (where necessary).

5. An undertaking from the retiring/retired Govt. servant/entitled members of his *vide* Annex F family for refund of Govt. dues from pension. (If certificates at serial No. 3 & 4 are not available).

6. A certificate that leave salary|pension contribution for the period from.....to.....was duly recovered and credited to the Government.

7. Form C. S. R. 25 or 25-A (in duplicate). *vide* Annex A or B.

In case of family pension

8. Death certificate in original.

9. List of family members.

10. A certificate to the effect that the widow was not judicially separated during life time of her husband and that she has not re-married.

11. Descriptive roll of the widow|family members.

12. Specimen signature|thumb and finger impressions of the widow duly attested. *Vide* Annex G.

13. In the absence of nomination for gratuity, necessary sanction authorising somebody to receive the share of minor child|children, if any, may be issued in terms of Ministry of Finance O.M. No. F. 12 (2)-RI (1) 57 dated 28th February, 1957 and of even No. dated 9th June, 1957.

14. **In case of invalid pension.**—Invalid certificate in original.

15. Three photographs duly attested.

16. Office order|Notification regarding retirement.

Pension Pay Order may kindly be issued and the documents returned when no longer required.

Signature.....

Designation.....

(Sanctioning Authority)

PENSION|GRATUITIES FOR INJURY OR DEATH IN COURSE OR CONSEQUENCE OF DUTY

135. The classification of disabilities and the criteria for determining their attributatility to service under the Central Civil Services (Extraordinary Pension) Rules shall be as detailed below :—

PART I

CLASSIFICATION OF DISABILITY

Class 'A'

(1) Loss of a hand and a foot or loss of use of two or more limbs.

(2) Total loss of eye-sight.

(3) Total loss of speach.

(4) Total deafness both ears.

(5) Paraplegia or hemiplegia.

(6) Lunacy.

(7) Very several facial disfigurement.

(8) Advanced cases of incurable disease.

(9) Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.

(10) Emasculation.

Note :—Wounds, injuries or disease of limb resulting in damage or serves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partical function is retained will not be included in this class. However if the partical retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the civil servant as has been totally impired due to the invaliding disability.

Class 'B'

1. Loss of a thumb or at least three fingers of hand.

2. Partial loss of one or both feet at or beyone tarsometatarsal joint.

3. Loss of vision of one eye.

4. Loss of a all toes of one or both feet.

Class 'C'

1. Limited restriction of movement of joint due to injures.

(2) Disease of a limb restricting performance of duties.

General Note

When the wound, injury or illness causing the disability is not entered in the above schedule, the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.

PART II

PRINCIPLES AND PROCEDURE FOR DETERMINING ATTRIBUTABILITY TO SERVICE OF DISABILITY

136-A. Casualties due to wound or Injury :

1. It should be established in such cases that the cause of the casualty was the result of duty in service.

2. Where the injury resulted from risk inherent in service attributability will be conceded.

3. An individual is on duty for 24 hours of the day except when on leave other than casual leave.

4. An individual will be deemed to be in the performance of duty when :

(i) he is physically present in his headquarter ;

(ii) he is travelling on leave at Government expense ;

(iii) When travelling to or from duty (*e.g.* from residence to place of duty and back but not whilst he is in his residence) ;

(iv) Whilst travelling on duty *i.e.*, where it is established that but for the duty he would not have been travelling at all.

5. Disability resulting from purely personal acts such as shaving or similar private persuits would not normally be treated as attributable to service.

6. Disability resulting from violence provoked by performance of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.

7. If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

Illustration.—If a person driving a motorcycle etc., on duty, collides with a truck the injury received may be attributed to service but if he is out for a walk and sustains injury from a passing truck, his case will not qualify for the concession.

136-B. Casualties due to Disease.

(a) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attributability in such cases due regard should be paid to the question whether service in a particular region, or of a particular type, involved exposure to exceptional risk of contraction of, or infection by a disease, as well as to the actual circumstances of the case.

(b) Attributability will not be conceded if, though contracted during the period of actual performance of duty, the disease, is in the opinion of the medical authorities concerned, due to risks which cannot be regarded as speculiar to such duty in service.

(c) Where a disease for its aggravation resulted from the risk of duty, attributability/aggravation will be conceded.

(d) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.

(e) Attributability/aggravation in all cases of Cardiac disease will be determined in accordance with the guide lines mentioned at the end of this part.

(f) Where medical or other supporting documents are incomplete cases will be dealt with on merits with due regard to medical opinion and other evidence.

(g) There are many pre-disposing factors which may precipitate on attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below :—

(a) (i) Physical Exertion, Coronary, occlusion is known to have precipitated during, or immediately following physical exertion. Physical exertion may not necessarily be of an unusual character *i.e.*, lifting of a heavy trunl/bundle, pushing a stalled vehicle or an up-hill climbing have in many instances been followed by an attack of Coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded if a person undergoing stress and strain, pressure and counter pressure by virtue of the nature of his duties, develops psychiatric problem.

(b) (ii) *Emotional strain.*—The occurrence of Coronary disease in persons who had been under an unusually severe and protracted emotional strain points to a probable relationship between the two, Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.

(c) (iii) The question of attributability/aggravation of heart diseases on occurrence in otherwise a normal individual who is subjected to the above-mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.

(d) (iv) While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributability/aggravation depends on their candid opinion.

EXTRAORDINARY PENSION/GRATUITY FOR INJURY OR DEATH IN COURSE OR CONSEQUENCY OF DUTY

137-A. Application for extra ordinary pension/gratuity should be in form No. CSR-25 in the case of an officer injured, and in form No. CSR-22 in the case of deceased officer and be submitted by the Heads of Regions/Administrative Units through the Director T&T Accounts, Lahore, to the Director General, Telegraph and Telephone.

When claim for extraordinary pension/gratuity is received, the Head of the Department or office in which the deceased or injured officer was employed will hold a formal enquiry taking evidence as to (i) the circumstances in which the injury was received or life was lost in the case of death the relationship and the pecuniary circumstances of the Claimants.

Whenever a sanctioning authority forwards an applications to the Director Telegraph & Telephone Accounts, Lahore for report upon the claim, he should invariably record on the application, or the latter forwarding the application, his provisional recommendation stating whether the pension claimed should be admitted or not, the recommendation, of course, being made after due consideration of the facts of each case.

Application for extraordinary pension sent to the Director, Telegraph & Telephone Accounts, in respect of an injured officer whether by the sanctioning authority or for report by a lower, authority for onward transmission to the sanctioning authority the following documents duly signed and attested should be submitted :—

(i) Application for grant of extraordinary pension in CSR-25 ; *vide* Annex A.

(ii) Personal application for sanction of extraordinary pension ;

(iii) Medical report ; (if necessary).

(iv) Verification memos ; *vide* Annex H & I.

(v) Three photographs and two sets of specimen signatures and thumb and finger impression on form EST-54 *vide* Annex G. ;

(vi) Last Pay Certificate ;

(vii) Service Book or Service Roll, as the case may be ;

(viii) A statement showing the result of enquiry made under article 746A of the Civil Service Regulation ;

137. B. With each application for the grant of extraordinary family pension the following documents duly signed and attested should be submitted :—

(a) A statement showing the result of the enquiry made under Article 746-A of the Civil Service Regulations.

(b) An application for the grant of an extraordinary pension in the form prescribed in Article 746-A cited above *vide* Annex L.

(c) A personal application for pension *vide* Annex K.

(d) A medical report, if available, and a police report, when necessary.

(e) A certificate from civil authorities regarding (i) the number and ages of the dependents left behind by the deceased, (ii) the pecuniary circustances of the family showing, in detail, the liabilities and assets, and (iii) the applicants relationship to the deceased official or to the persons on whose behalf the application is made.

(f) In cases of death due to deceases contracted in the execution of duty, reliable evidence regarding the nature of the deseases of which the official died and a report from the local district medical or sanitary authorities to the effect that the desease was prevalent in the locality in an epidemic form.

(g) A verification memo of the services of the official inform Est-55. *vide* Annex H&I.

(h) The service roll of service book of the official.

(i) The last pay certificate of the official.

(j) The specimen signature and thumb and figure impression card of the applicant duly attested.

(k) The character sheet of the official.

Note.—Care should be taken to give the applicant's name and last designation including the spelling of the name, in a uniform way in the several documents in which the information appears. This is specially necessary as regards the documents to be furnished to the officer by whom the pension (or gratuity) is to be paid, so that there may be no doubt as to the applicant's identity : the documents referred to are (1) the first page of the pension application, (2) the thumb and finger-impressed copy of the same page, (3) the thumb and finger impression card and in the case of an application for pension, (4) the last pay certificate.

138. *Deleted.*

139. Discrepancies relative to the applicant's age, service, etc., must be reconciled. The entries of date of birth in both service books and service rolls should invariably be accepted in preference to any contrary statement made at the time of retirement. The entries in service books and service rolls cannot be altered without the express permission of the Director-General. When only the year of birth is specified in the service book or service roll, the 1st July should be taken as the date of birth, and when the year and month are specified but not the precise date, the 16th of the month should be taken as the date of birth.

140. In filling up the "place of payment" against column 14 of the pension application, care must be taken to see that it is a head or a sub-post office.

141. Marks of indentification must be very clear and complete. They must be of a distinctive and not of a general nature. If there are no distinctive marks, a full description of the applicant's person should be given.

142. *Deleted.*

Note :—When a last pay certificate is issued in connection with an application for pension, the form provided in connection with transfers on duty should be altered in accordance with the following form :—

Obverse.

Last-pay certificate of A.B. of the.....retiring on pension.

He has drawn pay as.....at the rate of Rs..... a month, and acting allowance as.....at the rate of Rs..... a month, less the deductions shown below, up to the..... He made over charge of the office of ..... on the..... noon of the.....

143. *Deleted.*

143-A. Whenever it is proposed to grant any special concession, *e.g.*, condonation of deficiencies in service etc., in connection with pension, a report from the Director Telegraph and Telephone Accounts Lahore should invariably be obtained in the first instance before the proposal is submitted to the authority competent to sanction it.

EXPLANATION TO BE AFFORDED OF SERVICE REJECTED

144. When any portion of the pensionable service of an applicant is rejected so as to affect the amount of the pension, it is necessary to acquaint the officer having power to sanction the pension fully with the reasons for the rejection and briefly to describe the nature and scope of the efforts made to verify the service rejected.

SUMMARY OF EVIDENCE NECESSARY WHEN SERVICE HAS BEEN VERIFIED BY COLLATERAL EVIDENCE

145. A summary of the evidence must accompany the papers for pension and gratuity in all cases in which a portion of the service has been verified by collateral evidence. A mere formal statement that the service has been established is not sufficient. The officer concerned must report the exact nature of the investigation made and the conclusion at which he has arrived.

REGISTER OF PENSION CASES

146. A register of pension cases disposed of by a sanctioning authority should be maintained in form Est.-57. Each such pension case should be entered in the register as soon as it is closed, and the entry should be initialled at the time by the sanctioning authority. A responsible officer should secure the closed pension cases in question in his personal custody and when he is relieved, the relieving official should check the entries in the register and see the all the cases are on record when he takes charge of his appointment.

Note :—Where the authority sanctioning the pension is subordinate to officers mentioned in rule 106, such a pension case should be entered in the register maintained in the divisional office, with suitable remarks. No register need be maintained by such subordinate authority".

147. *Omitted.* (relates to post office).

148. *Omitted*, (relates to post office).

149. *Omitted*, (relates to post office).

COMPENSATIONS TO OFFICIALS UNDER THE WORKMEN'S COMPENSATION ACT

150. The principal classes of employees in the Telegraph and Telephone Department who are included within the definition of "workman" in clause (n) of sub-section (i) of Section 2 of the workmen's Compensation Act, 1923, read with Schedule II thereto are the following, provided that they are employed on monthly wages not exceeding one thousand rupees :—

	Class of employees	Relevant clauses in Schedule II.
I.	(i) Engineering Supervisor, Cable	Clause (xvi)
	(ii) Engineering Supervisor, Electrical ..	Clause (ix) or (xix)
	(iii) Engineering Supervisor	Clause (ix) or (xii) or (xv) or (xi).
II.	(i) Assistant Forman :	Clause (ii)
	(ii) Examiner	Clause (ii)
	(iii) Yard Foreman and officials employed in manufacturing process in the Telegraph Workshop	Clause (ii)
III.	(i) Technician, Carrier	Clause (ix) or (xvi)
	(ii) Technician, Electrical	Clause (xv) or (xix).
	(iii) Technician, Line-phones	Clause (ix).
	(iv) Technician, Line-Telegraphs.	Clause (ix) or (xii)

IV.	(i) Cable Guard.	Clause (xiii)
	(ii) Inspector of Naib quasids.	Clause (xiii)
	(iii) Lineman.	Clause (ix) or (xiii) or (xv) or (xvi)
	(iv) Motor Driver.	Clause (xiii)
V.	(i) Carpenter.	Clause (iii)
	(ii) Despatch Rider.	Clause (vii)
	(iii) Engine Driver.	Clause (ix) or (xix)
	(iv) Mason.	Clause (iii)
	(v) Packer.	Clause (iii)
	(vi) Task work Messenger.	Clause (xiii)
	(vii) Plumber	Clause (iii)
VI.	(i) Lift Operator.	Clause (*iii*) or (vii)
	(ii) Marker.	Clause (vii)
	(iii) Telegraph Messenger.	Clause (xiii)
VII.	(i) Battery Man.	Clause (xix)
	(ii) Boy Messenger.	Clause (xiii)
	(iii) Cleaner.	Clause (ix)
	(iv) Cooly.	Clause (ix) or (xix) or (xvi)
	(v) Mast Lashkar.	Clause (ix) or (vii)

Note—The above list of employees is merely intended for the guidance of departmental officers, and does not have any statutory force.

POWERS OF SANCTION.

151. The officers mentioned in the Schedule below are authorised to sanction expenditure on the grant of compensation payable under the *Workmen's Compensation Act*, 1923 (*VIII of* 1923) and to the extent indicated therein.

Authorities	*Extent of delegation.*
(*i*) Director-General	.. Full powers in case of Judgement of Courts and in other cases Rs. 5000/- in each case.
(*ii*) All Heads of Regions	.. Power to sanction compensations for temporary disablement up to a period of two years and to sanction commutation
(*iii*) Director Telegraph Stores and Workshop	.. and other lump sum payments subject
(*iv*) Controller of Telegraph Stores ..	.. to a maximum of Rs. 1,000 in each
(*v*) Superintendent Telegraph Workshop	.. case, and to the condition that the amount involved can be met from the budget provision made for the purpose or by reappropriation with the sanction of the competent authority.

Note.—On receipt of the above sanction the payment of the compensation will be arranged for by the Disbursing Officer concerned.

SETTLEMENT OF CLAIMS DISPOSED OF UNDER THE WORKMEN'S COMPENSATION ACT 1923.

152. The authorities mentioned against item (*ii*) in rule 151 should submit each year to the Director-General a consolidated return in the p escribed form on or before the 1st June following the calendar year to which it relates.

Annexure A

PART I

(To be filled in and signed by the applicant himself/herself)

APPLICATION FOR PENSION AND/OR GRATUITY

To

The ——————————

——————————

——————————

SIR,

I have the honour to say that I *have retired / *have been permitted to retire / *am due to retire

from service on (Date)——————I, therefore, request that the pension/ gratuity admissible under the rules may kindly be sanctioned to me.

2. *I declare that I have neither applied* for nor received any pension or gratuity for any portion of this service, nor shall I submit any application hereafter without quoting a reference to this application and to the orders which may be passed on.

3. Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4. I wish to draw/do not wish to draw gratuity in lieu of one-fourth of my pension.

5. I wish to commute my pension to the extent of Rs.——————

6. I wish to draw my pension from the General/Head Post office at..... (Place).

7. The following documents, duly attested, are enclosed :—

(*a*) Three specimen signatures of mine/two sets of my thumb and finger impressions on the prescribed form.

(*b*) Three photographs of mine.

Your obedient servant.

Signature : ——————————

S/o ——————————

W/o ——————————

D/o ——————————

Post held on the ——————————

date of retirement ——————————

Dated—————————— ——————————

*Delete inapplicable alternative.

PART II

(To be completed by the Office/Department receiving the application for pension)

SECTION (1).—PARTICULARS OF APPLICANT

*1. Name of civil servant———————————————

*2. Father's name ———————————————

*3. Nationality ———————————————

*4. Postal address ———————————————

5. Post held on the date of retirement/death and Grade———————————

6. Date of birth———————————————

7. Date of } Commencement of Service———————————
} Retirement/death ———————————
} Application for pension ———————————

8. Length of service : Y M D

From to

From to

From to

Total .. ———————————

9. Government of commencement and ending of each spell of military service, if any.

From to Y M D

From to ———————————

Total .. ———————————

10. Government under which service has been rendered, in chronological order.

Government of———————from to *i.e.* ———————

Government of———————from to *i.e.* ———————

Government of———————from to *i.e.* ———————

Total : ———————————

*Entries No. 1,2,3,4, should be made in capital letter.

11. Class of pension or gratuity applied for———————————————

12. Average Emoluments———————————————————————

13. Proposed Gross pension/gratuity———————————————————

14. Proposed family pension ———————————————————————

15. Proposed gratuity in lieu of 1/4th of pension———————————

16. Proposed value of commutation———————————————————

17. Proposed net pension———————————————————————

*18. Place of General/Head Post Office———————at———————

19. Date from which pension is to commence———————————

Signature of Head of Office/Department———————————

SECTION (2).—CALCULATION OF QUALIFYING SERVICE

	Y	M	D
Total length of service as per Col. 10 of Section (1) Non-qualifying Service.			

from to	Period		
	Y	M	D
(*i*) Extraordinary leave.			
(*ii*) Unauthorised absence.			
(*iii*) Spell of service not qualifying for pension under Article 420 CSR			
Total [(i) (ii) and (iii)]			
Net qualifying Service.....			

Add From to	Period		
	Y	M	D
(*i*) Periods, if any, of Military service of War service allowed to count for pension.			
(*ii*) Benefit of condonation of deficiency in total qualifying service.			
Total [(i) & (ii)]			
Total qualifying service ..			

*Entry No. 18 should be made in capital letters.

SECTION (3).—CACULATION OF " AVERAGE EMOLUMENTS "*
Statement of emoluments during the last 36/12 months.

Period		Duration Months and Days		Monthly Rate of Emoluments		Amount Drawn	
From	To	M	D	Rs.	Rs.	Rs.	Ps.

The total emoluments for 36/12 months are
Therefore " Average Emoluments " work out to Rs. ÷ 36/12-Rs. P.M.

SECTION (4) CALCULATION OF PENSION/GRATUITY

Length of total qualifying service———————————Years
Emoluments/Average Emoluments Rs.———————————
Amount of gratuity (in case where qualifying Rs.———————————
service is 5 years or more but less than 10 years
Amount of gratuity on discharge from temporary Rs.———————————
service where qualifying service is 10 years.
or more but less than 25 years.

*Please *see* relevant rules/orders before filling in this section.

Gross pension Rs. ————————————

Less 1/4th (if the applicant wishes to surrender 1/4th of pension). Rs. ————————————

Net pension. Rs. ————————————

SECTION (5)—CALCULATION OF GRATUITY IN LIEU OF PENSION

Length of total qualifying service ———————————— Years

Amount of .pension surrendered Rs. ————————————

187/173/160

Rate of gratuity for every rupees surrendered. Rs. ————————————

Lump-sum gratuity admissible Rs. ————————————

SECTION (6)—COMMUTED VALUE OF PENSION

(i) Amount of pension to be commuted Rs. ————————————

(ii) Age next birthday Years————————————

(iii) Rate of commuted value for every one rupee Rs. ————————————

(IV.) Commuted value of pension Rs. ————————————

SECTION (7)—ORDER OF THE SANCTIONING AUTHORITY Rs. ————————————

1. The undersigned is satisfied that the service of———————— has been satisfactory. The grant of full pension and/or gratuity which the Audit Officer may find to be admissible under the rule is hereby sanctioned.

OR

The undersigned is satisfied that the service of———————— has not been satisfactory and it has been decided that the full pension and/or gratuity found by the Audit Officer to be admissible under the rules should be reduced by the specific amounts or percentage given below :—

Amount or percentage of reduction in pension————————————

Amount of percentage of reduction in gratuity————————————

Sanction is hereby accorded to the grant of pension and/or gratuity as so reduced.

2. The payment of pension and/or gratuity may commence from———— Before issuing the pension payment order, the Audit Officer may kindly ascertain whether the Last Pay and No Demand Certificates have been received by him. In case the Last Pay Certificate and/or No Demand Certificate has/have not been received with the pension papers, the Audit Officer should issue P.P.O. subject to the production of the last pay certificate and/or an undertaking, at the time of first payment of pension/gratuity, by the pensioner, or his family (in case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recovered from him/her.

Signature————————

Designation————————

PART III

(For use in the Accountant General's Office)

(Director T & T Accounts Office Lahore)

I. The calculations contained in the preceding pages have been checked.

II. Length of qualifiying service accepted in Audit———————Years.

III. Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.

IV. Amount of pension/gratuity Rs. ———————

V. Reasons for discrepancy, if any, between this amount and that calculated by the Department.

VI. Amount of family pension. Rs. ———————

VII. Reasons for discrepancy if any, between this amount and that calculated by the Department.

VIII. Amount of gratuity in lieu of 1/4th of Pension Surrendered. Rs. ———————

IX. Amount of commutation for the pension commuted. Rs. ———————

X. Reasons for discrepancy, if any, between this amount and that calculated by the Department.

XI. Amount of net pension payable. Rs. ———————

XII. The pension will commence from ———————

XIII. Allocation of the pension and gratuity :

	Pension	Gratuity.
Government of———————		
Government of———————		
Government of———————		
Defence Estimates———————		
	———————	———————
Total ...	———————	———————

XIV. Anticipatory Pension of Rs. ——————(Rupees——————

——————————————) per month, granted with

effect from——————*vide* P.P.O. No.——————under

Rule —————— to be adjusted in the final P.P.O.

XV. *Amount of Pension surrendered for Gratuity Rs.* ——————

XVI. Amount of original pension commuted Rs. ——————

XVII. Checked with the L.P.C. and " No Demand Certificate.

XVIII. P.P.O. issued *vide* No. ——————dated——————

Assistant Accountant General
Asstt. Accounts Officer.

Annex B

(To be filled in and signed by the applicant himself/hereself)

APPLICATION FOR FAMILY PENSION

To

The ——————————

——————————

——————————

DAER SIR,

I have the honour to say that my husband/wife/*——————has expired on (date)——————————I, therefore, request that the family pension admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any family pension.

3. Should the amount of the family pension granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

General/Head
Post Office

4. I wish to draw my pension from at (Place)——————————

5. The following documents, duly attested, are enclosed :—

(i) Three specimen sigantures of mine duly attested/two sets of my thumb and finger impressions on the prescribed form.

**(ii) Three photographs of mine.

(iii) List and particluars of family members.

(iv) Descriptive Roll.

(v) Death Certificate.

(vi) Non-marriage and non-separation certificates.

Yours faithfully,

Signature :——————————
Widow/Husband/
entitled member
of the family : ——————————
Postal Address : ——————————

Dated :——————

*Indicate relationship with the deceased Govt. servant.
**Not applicable to the case of purdah observing lady.

(TO BE COMPLETED BY THE OFFICE/DEPARTMENT RECEIVING THE APPLICATION FOR PENSION)

1. Name of the deceased pensioner——————————————
2. Name of Husband's widow/entitled member of the family——————
3. P.P.O. No. and date——————issued by the Director T&T Accounts ——————to the deceased pensioner .
4. Audit office Authority letter No.——————dated——————
5. Postal address ——————————————
6. Net monthly pension drawn by the deceased pensioner——————
7. Proposed family pension——————————————
8. Place of payment General/Head Post Office at.——————
9. Period for which pension is to be sanctioned from—————— to ——————

Signature ——————

Designation ——————

PART II

(FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE)

Director T&T Accounts Office, Lahore)

1. The calculations contained above have been checked.
2. Amount of family pension.
3. The pension will commence from——————to——————
4. Allocation of the pension :—

Rs.

Government of ——————

Government of ——————

Defence Estimates——————

Total :— Rs. ——————

5. P.P.O. issued *vide*——————dated ——————

Asstt. Accountant General.
Assistant Accounts Officer ——

N.B.—This form is to be used only if the commuted value of pension has not been applied for in the pension application.

Annex C

FORM A

COMMUTATION OF CIVIL PENSIONS SECTION-I FORM OF APPLICATION

I——————————————————————desire to commute

Rs.——————————————————of my pension of Rs.————

Ps.——————a month. I certify that I have correctly furnished the following particulars as required :—

Place—————————— Signature ——————————

Date—————————— Designation——————————

Address——————————

1. Date of birth

2. Date of retirement.

3. Amount of pension to be commuted.

4. (a) portion of pension already commuted.

   (b) particulars of any application for commutation of pension ever been rejected, or ever accepted/declined to accept commutation of pension on the basis of an addition of years to the actual age re-commended by the medical authortiy.

5. General/Head Post Office/from where commutation money is to be drawn.

6. If drawing pension abroad, which Accounts Officer issued the authority for payment of pension.

7. If already drawing pension, quote the number and date of the pension Payment Order and the name of General/Head Post Office at where drawn.

8. Without prejudice to the direction of the sanctioning authority, from what date approximately this commutation should have effect? (*See* Rule 6 of the Civil Pension Commutation Rules).

Annex C

9. *Station at which medical examination is preferred.

Place———————————— Signature ————————————

Date————————————

To

The———————————— (here enter the designation)

———————————— and Address of the Accounts

———————————— Officer).

Note 1.—*To be filled only if commutation is applied for after one year of the date of retirement.

Note 2.— If the commutation is applied within one year of the date of retirement, the Accounts Officer will authorize the commutation admissible and the form will not be forwarded to the authority competent to sanction pension.

FORM A Annex C

SECTION II

(here enter the designation and address of the sanctioning authority).

2. Subject to the medical authority's recommending commutation the lump-sum payable will be as stated below :—

Sum payable, if the commutation becomes absolute before the applicant's next birth day, which falls on.———— On the basis of normal age, *i.e.*———— Years, Rs.

Do. Do. *Plus*
1 year *i.e.* ————years. **Rs.**

Do. Do. *Plus*
3 years, *i.e.* ————years **Rs.**

Do. Do. *Plus*
4 years, *i.e.* ————years. Rs.

Do. Do. *Plus*
5 years, *i.e.* ————years. Rs.

Sum payable, if the commutation becomes absolute after the application's next birth-day but before his next birthday but one. On the basis of normal age, *i.e*————————years. Rs.

Do. Do. *Plus*
1 year, *i.e.* ————years. Rs.

Do. Do. *Plus*
2 years, *i.e.* ————years. Rs.

Do. Do. *Plus*
3 years, *i.e.* ————years. Rs.

Do. Do. *Plus*
4 years, *i.e.* ————years. Rs.

Do. Do. *Plus*
5 years, *i.e.* ————years. Rs.

3. The sum payable will be a charge on :—

Federal revenues————————Rs. ————————

the Government of————————(Provincial Govt.)

Rs. ————————

Station ————————

Dated ————————

Signature and designation of Accounts Officer.

SECTION—III Annex C

Administrative Sanction of ———————————————— is accorded to the above commutation. A certified copy of paragraph 2 of Section II of the form has been forwarded to the applicant in Form B.

Place ———————————Signature ————————————

Date ———————————Designation ————————————

Forwarded to ————————————————————

(here enter the designation and address of

————————————————————

the Chief Administrative Medical Officer).

————————————in original on————————with the request that he will arrange for the medical examination of the applicant by the proper medical authority as early as possible within three months from the————

————————————————————

(here enter the date of retirement)

and inform the applicant direct in sufficient time where and when he should appear for the examination.

(Signature and designation of the sanctioning authority)

With one copy of Form C and an extra copy of section III of that Form.

Annex D

FORM "B"

SECTION I

Subject to the medical authority's recommending commutation and the conditions prescribed in Section II of this Form, the lump-sum payable will be as stated below :—

Sum payable, if the commutation becomes absolute before the applicant's nextbirth-day, which falls on.———— On the basis of normal age *i.e.*———— years, Rs.

Do. Do. *Plus*

1 year, *i.e.* ———— years. Rs.

Do. Do. *Plus*

2 years, *i.e.* ————years Rs

Do. Do. *Plus*

3 years, *i.e.* ————years Rs.

Do. Do. *Plus*

4 years, *i.e.* ————years. Rs.

Do. Do. *Plus*

5 years, *i.e.* ————years. Rs.

Sum payable, if the commutation becomes absolute after the application's next birth-day but before his next birthday but one. On the basis of normal age, *i.e.*————————years. Rs.

Do. Do. *Plus*

1 year, *i.e.* ————years. Rs.

Do. Do. *Plus*

2 years, *i.e.* ————years. Rs.

Do. Do. *Plus*

3 years, *i.e.* ————years. Rs.

Do. Do. *Plus*

4 years, *i.e.* ————years. Rs.

Do. Do. *Plus*

5 years, *i.e.* ————years. Rs.

Station ————————————

Dated ————————————

Signed

Signature and designation of Accounts Officer.

Annex D

SECTION II

The commutation for a lump sum payment of the pension _____ is administratively sanctioned on the basis of the report of the Accounts Officer contained in Section I above. The table of present values, on the basis of which the calculation in the Accounts Officer's report have been made, is subject to alteration at any time without notice, and consequently they are liable to revision before payment is made. The sum payable will be the sum appiopriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute or, if the medical authority directs that years shall be added to that age, to the consequent assumed age.

2. The _____
(here enter the designation and address of the Chief

_____
Administrative Medical Officer).

has been requested to arrange for the medical examination and inform Mr._____ direct where and when he should appear for the examination. He should bring with him the enclosed Form C with the particulars required in Section 'I' completed except for the signature.

Station _____ Signature _____

Dated _____ Designation _____

To _____
(the name and

_____
address of the

_____
(applicant)

FORM 'C'

Medical Examination by the ——————————————————
(here enter the medical authority)

SECTION I

Statement by the applicant for commutation of a portion of his pension. The applicant must complete his statement prior to his examination by the——————————and must sign the declaration appended thereto (here enter the medical authority) in the presence of that authority.

A. Form to be filled in by applicant.

1. State your name in full.
(in BLOCK letters)
2. State place of birth.
3. State your age and date of birth.
4. Furnish the following particulars concerning your family :—

Father's age if living, and state of health	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead, their ages at and cause of death

Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at and cause of death

5. Have any of your near relations suffered from tuberculosis (consumption, scrofula), cancer, asthma, fits, epilepsy, insanity or any other nervous disease ?

6. Have you ever been abroad. Where and for what period and how long since ?

7. Have you ever served in the Navy, Army, Air Force, or in any Government Department ?

8. Have you ever been examined :—

(*a*) for life Insurance, or/and

(*b*) by any Government medical officer or Medical Board, Civil or military ? If so, state details and with what result ?

9. Have you ever :—

(*a*) had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks rehemumatism, appendicities, epilepsy, insanity, or other nervous disease, discharge from or other disease of the ear, syphilis, gonorrhoea, or

(*b*) had any other disease or injury which required confinement to bed or medical or surgical treatment, or

(*c*) undergone any surgical operation.

10. Have you rupture ?

11. Have you variocels, variocose veins or piles ?

12. Is your vision in each eye good ?

13. Is your hearing in each ear good ?

14. Have you any congenital or acquired malformation, defect or deformity ?

15. When were you last vaccinated?

16. Is there any further matter concerning your health not covered by the above questions which should be communicated to the medical authority).

DECLARATION BY APPLICANT.

(To be signed in presence of the medical authority)

I declare all the above answers to be, to the best of my belief, true and correct.

I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by wilfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and of having my pension with-held or withdrawn under Article 351 of Civil Service Regulations.

Signed in presence of ——————————

Applicant's signature.

Signature and designation of Medical Authority.

SECTION II

(To be filled in by the examining medical authority)

1. Apparent age.
2. Height.
3. Weight.
4. Girth of abdomen at level of umbilicus.
5. Pulse rate :—
   (*a*) Sitting.
   (*b*) Standing.
   What is character of pulse ?
6. What is condition of arteries ?
7. Blood pressure :—
8. (*a*) Systolic.
   (*b*) Diastolic.
9. Is there any evidence of disease of the main organs :
   (*a*) Heart.
   (*b*) Lungs.
   (*c*) Liver.
   (*d*) Spleen.
   (*e*) ——————————
   ——————————
10. Does chemical examination of urine show :
   (*i*) Albumen,
   (*ii*) Sugar ? State specific gravity.
11. Has the applicant a rupture ? If so, state the kind and if reducible.
12. Describe any scars or identifying marks.
13. Any additional information.

SECTION III

I/We have carefully examined ——————and am/are of opinion he is that in good bodily health and has the prospect of an average

is not

is

duration of life.

is not a fit subject for commutation.

Suffering from————and

his age for the purpose of commutation, *i.e.* his age next birthday should be taken to be——————————years more than his actual age.

Station ——————————

Dated ——————————

(*Signature and designation of examining medical authority*).

DECLARATION FOR RECOVERY UNDER LIBERALISED PENSION RULES 1977

I Mr.————————————————do hereby give my consent to any outstanding against me on the date of my retirement for which intimation may be received within one year after the issue of pension payment order, being recovered from the pension and or gratuity in lump-sum or in monthly instalment as before retirement and recoveries made accordingly.

Signature. ————————————

Date ————————————

Attested ————————————

Signature. ————————————

Designation. ————————————

Dated. ————————————

SPECIMEN SIGNATURE AND THUMB AND FINGER IMPRESSION CARD

Est 54

(1) Specimen Signature :
Date

(2) Thumb and Finger Impressions :

Thumb Fore Finger Second Finger Third Finger Fourth Finger

(3) Certificate :

The above Specimen Signature of ——

Thumb and Finger Impression.

Was / Were taken in my presence today

Signature & Designation of Attesting Officer ——————————

Dated——————————1981.

(To be filled in by the Officer and submitted in triplicate.)

SPECIMEN OF PROFORMA FOR VERIFICATION OF QUALIFYING SERVICE FOR THE PURPOSE OF PENSION IN RESPECT OF NON-GAZETTED GOVERNMENT SERVANTS/GAZETTED GOVERNMENT SERVANTS.

1. Name of Government Servant.———————————————

2. Designation.———————————————

3. Date of Birth.———————————————

4. Date of commencement of Service.———————————————

5. Date of completion 10/25 years service.———————————————

6. (a) Gross Service. Non Gazetted & Gazetted.
   (i) Non Gazetted. From———————to———————
   (ii) Gazetted From———————to———————
   (b) Military/War Service, if any, which has been allowed to count as qualifying for pension.
   (c) Total length of Service (a) + (b) =

7. Details of Non-qualifying Service for pension :—
   (a) Extra-ordinary leave without pay :—

   From———————to———From———To———

   From———————to———From———To———

   (b) Suspension not treated as duty.
   (c) Absence without leave.
   (d) Any other break in service.

   Total :— (a) + (b)

8. Net qualifying service : Column No. 6-7

Signature. ———————

Designation ———————

Head of the Office. (Stamp)

FORM OF CALCULATION OF 10/24 YEARS QUALIFYING SERVICE OF GAZETTED GOVERNMENT SERVANT

(For use in the Ministry/Division/Department)

PART I

(To be completed by the office/Department in which the officer is serving

1. Name of Government servant ——————————
2. Father's Name ——————————
3. Nationality ——————————
4. Post held ——————————
5. Date of birth ——————————
6. Date of Government of service ——————————
7. Date of completion of 10/25 years qualifying service ——————————
8. Details of calculation of 10/25 years qualifying service——————————
9. (a) Length of service including interruption etc., (No. 7-6)
   (b) Add :
      (i) Military service if any which has been allowed to count as qualifying for pension.
      (ii) Any other addition to qualifying service
   (c) Total length of service (a) (b)
   (d) Deduct :
      (i) Extraordinary leave.
      (ii) Suspension not treated as duty or leave.
      (iii) Period for break in service
      (iv) Service rendered before break if break is not condoned.
      (v) Service forfeited by resignation
      (vi) Unauthorised absence. Total (i)— (iv) =
   (e) Net qualifying service (c) — (d)

Signature of Officer

Head of office/Department
Director (Staff)
T & T Dte-General Islamabad.

PART II

(For use in the Accountant General's Office)

1. Calculation contained in Part-I have been checked

2. Length of qualifying service accepted in Audit.

3. Reasons for difference, if any, between this and the length of service worked out by the Department.

Assistant Accountant General

Assistant Accounts Officer.

PAKISTAN TELEGRAPH AND TELEPHONE DEPARTMENT

Declaration for Anticipatory Pension [*vide* CSR 922 (a)]

Whereas the Director T & T Accounts, Edward Road, Lahore has consented provisionally, to advance to me the sum of Rs _____ a month as pension and Rs _____ as gratuity in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension, I do hereby acknowledge that in accepting this advance, I fully understand that my pension and gratuity is subject to revision on the completion of the necessary formal enquiries, and promise to raise no objection to such revision on the ground that the provisional pension and gratuity now to be paid to me exceeds the pension and gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled.

Signature

Attested

Date.....

S/o.....d/o.

FORM OF APPLICATION FOR EXTRA-ORDINARY FAMILY PENSION AND OR GRATUITY

To

The _____

_____

SIR,

I have the honour to say that my husband/father Mr._____ who was employed in (name of department)_____ as (designation and station)_____ has been killed/died of injuries sustained attributable to duty/service. It is requested that the pension and or gratuity admissible under the Central Civil Services (Extra-ordinary Pension) Rules may kindly be sanctioned to me.

2. I declare that neither I nor any other member of the deceased family have applied for nor received any pension after his/ death. I further declare that neither I nor any member of deceased family shall submit any application hereafter without quoting a reference to this application and to the orders which may be passed on it.

3. The pension/gratuity will be drawn from the General Post Office/Post Office/Sub Post Office at_____.

4, The following documents duly attested are enclosed :

(i) Three specimen signatures of mine.

(ii) Three copies of my photographs.

(iii) Descriptive Rolls (in duplicate).

(iv) List of family members of the deceased showing their relationship with the deceased and their ages.

Your Obedient Servant.

Signature of _____

Name of _____

Widow/Son/Daughter of _____

Postal Address_____

FORM 'D'

FORM OF APPLICATION FOR EXTRA-ORDINARY FAMILY PENSION AND OR GRATUITY

Application for an Extra-ordinary Pension and or gratuity for the family of Mr.——————————————————who died of injuries received, as a result of rist of duty/service. Submitted by the (widow).

Description of Claiment.

1. Name and residence, showing Village, Tehsil and District street, Road/City,
2. Age.
3. Height.
4. Race, caste or tribe.
5. Mark for identifications.
6. Present occupation and pecuniary circumstance.
7. Degree of relation-ship to deceased.

Description of deceased.

8. Name
9. Occupation, and service.
10. Length of service.
11. Pay when killed.
12. Nature of injury causing death.
13. Amount of pension or gratuity proposed.
14. Place of payment.
15. Date from which pension is to commence.
16. Remarks.

Name, Date of birth by Christian era.

Name and ages of surviving kindred of deceased

Sons.
Widow.
Daughters.
Father.
Mother.

Note.—(If the deceased has left no son, widow, daughter, father or mother serviving him the work "Non" or "Dead" should be entered opposite to such relative).

Place.

Date.——————————

Signature of Head of Office.

PART II

APPOINTMENTS AND PROMOTIONS—RULES

CHAPTER VI.—GAZETTED OFFICERS-TELEGRAPH TRAFFIC

CLASSIFICATION OF ESTABLISHMENT

168. The gazetted staff in the traffic Branch of the Department consists of office of the telegraph Traffic Service, Basic Scale 18, and Basic Scale 16.

168|1. Deleted.

TELEGRAPH TRAFFIC SERVICE BASIC SCALE 18

169. **Recraitment.**—Officers for the Telegraph Traffic Service, Basic Scale 18, are recruited by promotion from the officers of the Telegraph Traffic Service, Basic Scale 16, by selection, seniority being considered where other qualifications are practically equal.

170. *Cancelled.*

171. *Cancelled.*

172. *Cancelled.*

173. **Promotions.**—Temporary vacancies in the Telegraph Traffic service Basic Scale 18, caused by the absence of officers on leave, etc., will be filled by officiating appointments to that cadre.

TELEGRAPH TRAFFIC SERVICE BASIC SCALE 16

174. The designation of officers of the Telegraph Traffic service, Basic Scale 16, will be as indicated below :—

(a) *Superintendent.*—Officers in independent charge of telegraph offices.

(b) *Assistant Chief Superintendents.*—Officers working in telegraph offices which are in the charge of Chief Superintendents.

*(c) *Assistant Superintendent.*—Officers working in Telegraph offices which are in the charge of Superintendent.

(d) *Assistant Director, Traffic.*—Officers employed in Regional offices.

174. **Recruitment and qualifications.**—(i) Officers for Telegraph Traffic Service, Basic Scale 16 or recruited by promotion from the grade of telegraph masters. Promotion will be strictly by selection. Technical knowledge and experience will be an essential qualification and due weight will be given to other qualifications, such as ability to control staff, in addition to knowledge of rules and procedure in respect of telegraph traffic. A high standard of work and ability will be the guiding factor in the selection.

* *Vide* D. G. T & T O. M. No. E. 40-2/80, dated 4-5-80.

(ii) The selection will be made by a Departmental promotion committee formed in the Directorate-General *vide* rule 15-B (1) & (4).

(iii) In making selection, the committee will consider the claims of all senior telegraph masters. Accordingly, in the first week of February and August of each year, the number of vacancies likely to occur in Basic Scale 16 of the telegraph traffic service, during the following half year, and the names of the senior telegraph masters to be reported on will be intimated to all Heads of Regions. The latter will submit reports on the suitability of the telegraph masters in their Regions for Posts in Basic Scale 16 of the Telegraph Traffic Service, so as to reach the Director-General not later than the 1st April and the 1st October of every year. The reports should be complete and comprehensive and in conformity with the instructions of the Director-General in this regard.

175. ***Deleted.***

176. The selected telegraph masters will be appointed to the Telegraph Traffic Service, Basic Scale 16 on probation for one year as regular vacancies occur in that grade. At the end of the probationary period, the Heads of the Regions|Administrative unit concerned will submit reports to the Director-General regarding their fitness for confirmation. During the period of probation, the work of each officer of the Telegraph Traffic Service, Basic Scale 16 should be closely scrutinised and, if there is any doubt regarding his fitness for confirmation, the fact should be at once reported to the Director-General with such particulars as are necessary for forming a decision in the case. No telegraph master promoted on probation to Basic Scale 16, should be recommended for confirmation unless he has shown by his actual work that he is an efficient and careful supervisor and is capable of doing the work of an officer in Basic Scale 16.

177. ***Deleted.***

178. ***Deleted.***

179. Seniority of an officer of the telegraph Traffic Service Basic 16 is determined by the date of regular appointment to a post in the service.

180. A report of an impending vacancy in the Telegraph Traffic Service Basic Scale 16 due to retirement, leave, or any other cause, should be made at the earliest opportunity by the Head of the Region administration unit to the Director-General.

CHAPTER VII.—GAZETTED OFFICERS—TELEGRAPH ENGINEERING AND WIRELESS

CLASSIFICATION OF ESTABLISHMENT

181. The gazetted staff in the Engineering and Wireless Branches of the Department consists of the following classes of officers :—

(i) Officers of the Telegraph Engineering Service, Basic Scale 17.

(ii) Superintendent and Assistant Superintendents of Telegraph Workshops.

(iii) Officers of the Telegraph Engineering and Wirless service, Basic Scale 16, consisting of the following :—

(a) Assistant Engineers General (Telegraph, Telephone, Electrical).

(b) Assistant Engineers Carrier & Wireless (Carrier, Wireless, Micro-wave).

181|1. *Deleted.*

TELEGRAPH ENGINEERING SERVICE BASIC SCALE 17

182. **Sources of recruitment.**—Recuritment to the Telegraph Engineering Service, Basic Scale 17, will be made in Pakistan in the following proportion :—

60 per cent of the vacancies will be filled by direct recruitment in Pakistan by an examination|test conducted by the Federal Public Service Comission.

Note.—Rules governing recruitment are given in appendices No. 1-D in this Volume.

40 per cent of the vacancies will be filled by the Government of Pakistan by promotion by selection from Assistant Engineer General (Telegraph, Telephone, Electrical) and Assistant Engineer, Carrier and Wireless on the recommendations of the Departmental Promotion Committee *vide* Rule 15D.

183. *Cancelled.*

184. *Cancelled.*

185. An officer recruited direct to the Telegraph Engineering Service (Basic Scale 17) will be appointed as a Probationer for training for two years. He will be attached to the Telecom. Staff College, Haripur for the undermentioned training courses :—

1st Phase.	Second Phase.
Telephone System.	Switching.
Switching.	Outside plant.
Outside Plant.	Radio Transmission.
Electrical/Telex.	Line Transmission.
Line Transmission.	Managment.
Radio Transmission.	Filed Traning/Exams.
Management.	Job Attachment.
Field Training/Exams.	

On successful completion of the training he will be appointed as an Assistant Divisional Engineer in any of the Engineering Branches *viz.*, Telegraph, Telephone, Electrical, Carrier, Wireless, Microwave etc.

Note.--The Programme of training prescribed for a Probationer is laid down in Appendix No. 1—8.

186. **Examination.**—An officer appointed direct to the Telegraph Engineering Service, Basic Scale-17 will be required to pass within three years of appointment as Assistant Divisional Engineer, Professional examination as under :—

Professional examination.—This examination will be such as to show that the officer has an intimate knowledge of the modes of.

Telegraph and Telephone construction in use in Pakistan the materials used and the sources from which obtained ; the management of line staff : the testing of lines ; the adjustment telegraph and telephone construction in use in Pakistan the materials used and the sources from which obtained ; the management of line staff : the testing of lines ; the adjustment and care of all telegraph instruments and apparatus in use in Pakistan ; and that he is throughly acquinted with the account rules of the department and the forms of account in use. The examination will be arranged by the Director General and it will be conducted by the Heads of Regions|Administrative units (in whose administration the candidates is serving) at their head quarters according to the time table notified by the Director General in that behalf ; but a candidate will not be permitted to appear in it until a special report by his Divisional Engineer on points of qualification which cannot be tested by examination such as physical energy, efficiency in practical work and capacity to manage subordinates has been submitted to and found satisfactory by, the Director General. The examination will be in two parts :—

(i) Administrative subjects (including accounts) for which code books will be supplied for reference during the examination.

(ii) Technical subjects for which no books except useful tables will be supplied.

The question papers will be set by the officer not below the rank of Director of Telegraphs (selected by the Directed-General) who will also assess he answer papers. The Direcor-General will furnish the question papers to the Heads of Regions|Administrative units in sealed covers with instructions as to whom the answer books should be posted. After valuation the officer selected for the purpose by the Director-General will send his report together with the answer papers to the Chief Engineer staff and establishment.

Note.—The minimum marks for qualifying at this examination will be 50 per cent in each paper. In setting question papers care should be taken that they are not to too long to be answered in the time allocated

Until an officer has passed all these three tests he will not be considered eligible for his third and successive increments in the basic scale of pay.

187. An officer in permanent charge of a Division will be styled a Divisional Engineer.

188. When a long vacancy occurs in a Divisional charge and there is no Assistant Divisional Engineer, Telegraphs, qualified to hold that charge, the most suitable officer in the grade of Assistant Engineer, General or Assistant Engineer Carrier & Wireless will be selected to fill the vacancy as the case may be.

When a short vacancy, that is, one not exceeding three months, occurs in a Divisional charge, the most suitable Assistant Engineer available locally will be appointed to hold it, *vide* rule 27.

188-A. An Assistant Divisional Engineer recruited direct should not ordinarily be appointed to hold charge of a Division unless—

(a) he has five years' service, and

(b) he has passed all the tests prescribed in rule 186. This provision may be relaxed only by the Director-General in exceptional circumstances.

Note.—The service referred to in condition (a) means service as an Assistant Divisional Engineer.

189. All first appointments to the Executive and Administrative posts in the Telegraph Engineering Service, will be approved and notified by the Government of Pakistan *vide* Appendix-4.

Note.—For the purpose of permanent promotion to administrative rank, questions of relative seniority, will be determined in accordance with principles in Rule 35 E. II.

SUPERINTENDENT OF WORKSHOPS

190. (a) Appointment to the post of Superintendent of Telegraph Workshops shall be made by selection of the most suitable officer from amongst the officers of the Telegraph Workshops, seniority being regarded only when all other qualifications are practically equal, subject to the condition that officers of the required standard are available; if not so available, appointment will be made of a selected officer of the Department from outside the Workshops or by direct recruitment.

(b) Appointment to the post of Assistant Superintendent of Telegraph Workshops shall be made by selection of the most suitable officer from amongst the Foremen, seniority being regarded only when all other qualifications are practically equal. If Foremen of the required standard are not available, appointment, will be made either by the promotion of a selected officer of the Department outside the Telegraph Workshops or by direct recruitment.

191. *Deleted.*

192. *Deleted.*

"General" and "Carrier & Wireless" branches of T & T Engineering Branch, Basic Scale-16.

193. There are two sections of the Engineering Branch, *viz.*, (i) General (Telegraph, Telephone Electrical) and (ii) (Carrier and Wireless).

ASSISTANT ENGINEERS (GENERAL BRANCH)

194. Promotion to the grade of Assistant Engineers, General Branch, will be made by the Director-General by selection from amongst the Engineering Supervisors in General Branch on the recommendation of Departmental Promotion Committee.

195. *Deleted.*

196. Promotion to the grade of Assistant Engineers carriers and wireless will be made by the Director-General by selection from amongst the Engineering Supervisors in the carrier and wireless branch on the recommendation of Departmental Promotion Committee.

197. *Deleted.*

198. Whenever officiating arrangements are required to be made in the grade of Assistant Engineer, those engineering supervisors who have passed the qualifying examination should ordinarily be given preference over engineering supervisors who have not passed.

199. *Deleted.*

200. *Deleted.*

201. *Deleted.*

WIRELESS ESTABLISHMENT

202. *Cancelled.*

203. *Cancelled.*

204. *Deleted.*

205. *Deleted.*

206. *Cancelled.*

207. *Cancelled.*

208. *Cancelled.*

209. *Cancelled.*

210. *Cancelled.*

211. *Cancelled.*

212. *Cancelled.*

213. *Cancelled.*

214. *Cancelled.*

215. *Cancelled.*

216. *Cancelled.*

217. *Cancelled.*

218. *Cancelled.*

219. *Cancelled.*

CHAPTER IX.—NON-GAZETTED EMPLOYEES-TELEGRAPH TRAFFIC

307. The non-gazetted establishment in the Traffic Branch consists of the following categories :—

(i) Telegraph Masters.

(ii) Telegraphists/Teleprinter Operators/ Telex Operators.

(iii) Office establishment.

307/1. *Leave Reserve Staff.*—Provision for lease reserve staff is built up in the formula for the justification of the following categories of staff :—

(ii) Telegraphists|Teleprinter Operators|Telex Operators.

(ii) Clerical staff in Telegraph Offices.

TELEGRAPH MASTERS

308. All posts of the Telegraph Masters are borne in Basic Scale 11.

309. *Appointment.*—All permanent promotions and officiating appointment to the cadre of Telegraph-Masters are made by the Heads of the Regions/Administrative Units.

Vacancies in the cadre will ordinarily be filled by the promotion of senior telegraphists|teleprinter|telex operators who are qualified for such promotion *vide* rule 325.

310. ***Deleted.***

311. The seniority in the cadre of telegraph-masters is determined, as a general rule, by the date of regular appointment to the cadre *vide* rule 32-E.

312. A report should be made at the earliest possible opportunity by the Head of the Region to the Director General in the case of permanent vacancies in the cadre of Telegraph Masters, and by the Head of the office to the Head of the Region|Administrative Unit concerned in the case of temporary vacancies in the cadre, when a telegraphist/teleprinter operator who has qualified in the promotion examination is not available for promotion.

TELEPRINTER OPERATORS/TELEGRAPHISTS FOR PROMOTION TO THE GRADE OF TELEGRAPH MASTERS

**313. Seniority of a Teleprinter Operator/Telegraphist who has qualified in the competitive examination for promotion to the grade of Telegraph Masters will be determined as given in Rule-325 below.

**D.G. T&T O.M. No. E. (I) 1-12/83, dated 1-11-1983.

QUALIFICATIONS FOR PROMOTION

**314. No Teleprinter Operator/Telegraphist is eligible for promotion to the grade of Telegraph Masters, (either permanent or officiating) unless his record of service is satisfactory and he has passed the competitive examination for promotion to the grade of Telegraph Masters referred to in Rule 315. In cases, however, of vacancies of short duration caused by the absence of Telegraph Master on leave, etc, a telegraphist who has not passed promotion examination may be appointed to officiate as a Telegraph Master at the discretion of the Head of the Region/Administrative Unit.

No Teleprinter Operator|Telegraphist will be confirmed in the grade of Telegraph Masters unless he has shown by his actual work that he is an efficient and careful supervisors.

Promotion to the grade of Telegraph Masters will be made according to the relative position of qualified Teleprinter Operators|Telegraphists in the seniority list.

EXAMINATION FOR PROMOTION TO THE CADRE OF TELEGRAPH MASTERS

315. The examination for promotion to the cadre of telegraph masters will be held as and when required, and conducted under the orders of the Director General. Ordinarly, it will be held once a year.

316. The examination shall be open to all telegraphists/teleprinter operators with not less than five years service in their cadre provided they have a good record.

317. The examination will consist of three parts. The first part will consists of selection of candidates and those who obtain 35% marks in each subject and 40% marks in the aggregate will be called for a *viva voce* test. The second part will consist of *viva-voce* test carrying a total of 100 marks. The candidates who obtain less than 40% marks at the *viva-voce* test shall not be considered for the final selection. The candidates are selected as a result of the *viva-voce* test shall be sent to the Training centres for practical training and those who qualify in the examinations held both during as well as at the end of the practical training will be considered eligible for appointment as telegraph Masters, this would form part III of the examination.

318. The preliminary examination will be held simultaneously at the head quarters of Regions or other appointed places as may be fixed by the Head of the Region, on such dates as the Director-General may notify.

319. The subject for the examination will be :—

I. *English Composition and General Knowledge.*—The maximum marks obtainable will be 100.

**D.G. T&T O.M. No. E (I) 1-12/83 dated 1-11-1983.

English composition :—

Candidates will be required to write an essay, a choice three or four subjects being given. The maximum for this part of the paper will be 40 marks.

General Knowledge :—

This part of the paper will contain questions to test the general knowledge of candidates in technical and non-technical subjects, carrying a maximum of 50 marks.

II. Telegraph and Telephone Manual, Volumes II, IV and VI-15.

The examination in this subject will be from the following Chapters, with Books.

Volume II-Chapters I, II, IV, VI and XI.

Volume IV-Chapters I to IV, VI, IX, XIII and XVIII and XIX.

Volume VI Part 5-Chapters I to III and V to VIII and Appendices Nos. 1 to 3.

III. Telegraph and Telephone Manual, Volume VI part 1 to 4. The examination will be without the help of books and there will be ten questions carrying a maximum of 100 marks.

IV. *Technical Knowledge.*—The examination will be without the help of books. There will be ten questions of a general nature in the following subjects carrying a maximum of 100 marks :—

A. *Primary and Secondary Cells*

(i) Preparation and maintenance of Daniell and Leclanche Cells.

(ii) The reasons for the use of Secondary Cells ; the method of setting up, the precautions necessary in regard to the working and the ordinary procedure for the maintenance of, such Cells.

B. *Arrangement of Cells*

Method of joining up Primary Cells in series or parallel to furnish a given current.

Knowledge of the application of Ohm's Law in calculating current, E. M. F. P. D. in parallel conductors, resistance of shunts and their multiplying power when applied to galvanometers.

D. Knowledge of Morse Arrangements

(i) Double Current Simplex and Duplex.

(ii) Open and closed circuits.

(iii) Polarised sounder working with condensers for omnibus circuits

(iv) Repeater working with polarised and non-polarised sounder recording.

(v) An elementary knowledge of the rules for calculating the joint capacity of condensers in series and in parallel. Function and uses of condensers in telegraph working.

(vi) Function and use of Automatic Switch.

(vii) An elementary knowledge of Morse Vibator working.

E. Testing

(i) Measurement of resistances of instruments and line wires by the Wheatstone Bridge.

(ii) Testing lines for conduction and insulation and localisation of faults.

(iii) Measurement of resistance of instruments, Earth and internal resistance and voltage of primary cells including Dry Cells by the C.P.O. Detector No. II or by the Wheatstone Bridge.

(v) Posts and Telegraph Initial Accounts Code Volume I & III.

Volume I. Except section XV and XVI.

Volume III. Except chapter V and X.

The examination will be with the help of Books and there will be ten questions carrying maximum of one hundred marks.

320. (a) The examination in subjects I and II will be held on the first day and in subjects III and IV on the second day and subject V on third-day. Three hours will be allowed for each of the other two papers.

(b) The question papers will be set under the orders of the Director General and will be identical for all centres.

(c) The examination will be supervised by officers to be deputed by the Head of the Region concerned, and the answer papers handed in by candidates will be sent immediately after the conclusion of the examination by registered post, direct to the specific examiner in each subject (by name), together with a list of the roll numbers of the candidates examined. A list of the candidates examined showing the names (in full) exactly as published in the departmental seniority list, together with their roll numbers should at the same time be forwarded to the Director-General.

*320A. *Viva-voce.* Candidates who qualify in the written papers shall be called for the *viva-voce* test at suitable centres. The test shall be conducted by a board of three officers appointed by the D. G. The marks obtained at the test shall be added to the total marks obtained by the candidates in the written papers to determine the relative merit of the candidates appearing in the examination. The marks obtained by the candidates in the written papers shall not be disclosed to the members of the board. The object of this test shall be to judge the candidates previous record of work, personality, intelligence, smartness, general knowledge and capacity for taking responsibility.

*321. The number of telegraphists|teleprinter operators to be selected for practical training on the result of the preliminary examination and the *viva-voce* test shall be fixed by the Director-General. Half of this number will be selected strictly on the basis of seniority in the grade of telegraphists/teleprinter operators, while the others half on merit from among the candidates appearing in the examination. No candidate shall qualify for selection by merit unless he secures 40% marks in each subject of the examination, including *viva-voce*. The selection made by the Director-General shall be final and no representation shall lie against the selection so made by him.

322. *Deleted.*

323. The telegraphists/teleprinter operators who are selected for practical training will be deputed to the telecom. Staff College, Haripur. The total period of training for the selected telegraphists/teleprinter operators will be of 6 months during which they will be trained in accordance with the scheme set out below :—

Syllabus for practical training of candidates selected for promotion as Telegraph Masters.

Training Scheme for Telegraph Masters Specialization Course.

1. Applied electricity.
2. Electronics.
3. Traffic accounts/Establishment/Equipments.
4. Carrier/V.F.T. systems.

Vide D.G. P & T O.M. No. S. 50-3-/53 dated 21-7-1954.

A period of six months is allocated for the above noted subjects in which a trainee is to specialize with the following break-up :—

(*i*) Training at Telecom. Staff College	16 Weeks.
(*ii*) Field training after finishing half the course ..	2 Weeks.
(*iii*) Examination	2 Weeks.
(*iv*) Job training after Examination	4 Weeks.
	24 Weeks.
	=6 months.

Courses for Wireless Supervisors and Telegraph Masters

Traffic Rules :

4401	Administration of Central Radio Offices.
4402	Message Retransmission system.
4501	Additional ITU Regulations (R and T).
4301	Gentex/Telex Foreign telegrams rules and regulations.
4502	Technical and Telegraphs Regulations.
4302	Traffic Instructions (Traffic ' A ').
4503	I.T.U. Telegraph Regulations (Traffic ' B ').
4303	Traffic Accounts (Traffic ' C ').
4304	Traffic Establishment and General Rules (Traffic ' D ').
4305	Telegraph Equipments (Tech-1a).
4306	Telegraph Equipments (Tech-1b).
0101	Applied Electricity (Tech-iia).
0102	Applied Electricity (Tech-iib).

324. A candidate who fails to qualify within the prescribed period of six months may be given additional training for a period not exceeding three months at the end of which he will be given a final opportunity for qualifying by passing the test. Such facilities for this further training as are available, not entailing additional expenditure to Government, will be given to him and he will be granted such period of leave as he may desire and have at his credit.

325. On the completion of the practical training, mentioned in rules 323 and 324, the names of the telegraphists/teleprinter operators who pass the prescribed tests during and at the end of the practical training will be placed on the list of the candidates considered as qualified for promotion to the cadre of telegraph master. All the telegraphists/teleprinter operators selected at one examination will be ranked, in this list, in the order of their seniority in the cadre of telegraphists/teleprinter operators.

*326. *Deleted.*

327. The posts of testing telegraphists/teleprinter Operators, Training Class Instructors and such other allowanced posts as may be notified by Director General from time to time will ordinarily be filled by telegraphists/teleprinter operators who have qualified by passing the telegraph master's examination including the practical training and are on the list of candidates qualified for promotion to the cadre of telegraph masters. This will not, however, affect either the eligibility or the seniority of those already qualified for appointment to these posts.

327-A. Order of preference for filling appointments of allowanced posts.

All appointments to the posts of telegraphists/teleprinter operators carrying special pay should be made from telegraphists/teleprinter operators who have qualified by passing the telegraph master's examination including the practical training, seniority being determined according to their position in the waiting list for promotion to the cadre of Telegraph Masters *vide* rule 325.

TELEGRAPHISTS/TELEPRINTER OPERATORS

328. The telegraphists/teleprinter operators are recruited on regional service basis *vide* Appendix No. 14.

329. *Deleted.*

330. *Deleted.*

331. Women Teleprinter Operator are not required to work before 8 A. M. or after 8 P. M.

332. Regional Service telegraphists/teleprinter operator are required to serve anywhere within Region, but in special circumstances they may be called upon anytime to proceed temporarily to any place in Pakistan on service. They are also liable for field service in time of war or national emergency within the limits of Pakistan territories *see* rule 359.

333. *Deleted.*

334. *Deleted.*

335. *Deleted.*

TESTING TELEGRAPHISTS

Teleprinter Assistant

336. The selection of telegraphists/teleprinter operators for testing work will ordinarily be made from telegraphists/teleprinter operators who have passed the examination for promotion to the grade of telegraph masters or have passed the training course II-3A and 3B. It, however, a telegraphists/teleprinter operator with this qualification is not available, a man who has not appeared for this examination but has had practical training in testing work and is known to be capable may be selected, but he must be required to present himself for the examination at the first possible opportunity. Telegraphists/Teleprinter operators who have failed in the technical knowledge paper of the examination for promotion to the grade of telegraph masters should on no account be employed on testing work as teleprinter Assistant.

Instructors of Training Classes

337. The instructor of a training class should be a specially selected telegraphists/teleprinter operator with a good record, of a high character and thoroughly reliable. He must have passed examination for promotion to the grade of telegraph masters referred to in rules 315 to 323 of this Volume. He should be highly proficient in more signalling, Teleprinter operator and in typewriting and conversant with every detail of the course of instruction.

338. *Deleted.*

Increment of Telegraphist|Teleprinter Operator

*339. The following rules regulate the grant of increments to Telegraphist| Teleprinter Operators.

*340. During their first five years of service all Telegraphists|Teleprinter Operators will be required to pass in Teleprinter Operation Tests annually according to the standard prescribed for qualifying Test on completion of their training in Teleprinter Operation Course *i.e.* 30 messages (having average of 16 words each) in 30 minutes. A Telegraphist/Teleprinter Operator will not be granted increment unless he passes the test.

Note.—In cases in which the first, second or other subsequent increments of a Telegraphist/Teleprinter Operator are overdue and are withheld owing to his failure in the prescribed Teleprinter Operation tests, he should, as soon as he fully qualifies in the required tests, be given all his withheld increments with effect from the date on which he qualifies, but not with any retrospective effect *i.e.* no arrears shall be paid.

**Vide* D.G. T&T O.M. No. T. 14-2/83, dated 3-7-1983.

*341. *Deleted.*

*342. *Deleted.*

*343. *Deleted.*

*344. *Deleted.*

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*346. *Deleted.*

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*350. *Deleted.*

**351 to 358. *Deleted.*

RECRUITMENT OF TELEGRAPHISTS/TELEPRINTER OPERATORS

359. The rules for recruitment to the service of telegraphists/teleprinter operators are given in Appendix No. 14.

359-A. Candidates Selected for Appointments as Teleprinters Operator will under go the following training in the R.T.T.S.

1. *Introduction.*—Introduction to School Rules, Organisation Set Up of the T & T Department, Duties of a Telegraphist/Teleprinter operator on various positions, Courtesy towards Public, Maintenance of Office Discipline and Up-keep of Equipment, Rules regarding Promotion, Leave and Absence etc., Penalties and Awards.

2. *Traffic Rules.*—Booking of Private and Press Messages (Inland and Foreign), Delivery and Custody of Message, Maintenance of Records etc.

*D.G. T&T O.M. No. E. (I) 1-12-/83 Dated 1-11-1983.

**D.G. T&T O.M. No. T. 14-2-/83 Dated 3-7-1983.

3. *Technical Knowledge.*—(a) Simple Electricity and Magnetism, use of Meters, Simple Adjustments of Key and Sounder, Simple Testing of Telegraph Lines, Primary and Secondary Cells, Construction and Use, Batteries, Units of Current, Resistance, Voltage and Capacitance, Magnets and Electromagnets.

(b) Working knowledge of Instrument in use in Telegraph Office.

(c) Open, Close, Circuits, Simplex and Duplex Working.

(d) Use of Measuring Instruments, Wheat Stone Bridge, Ability to give Test to a Controlling Office and Localization of Faults.

4. *Signalling Practice.*—Sending and Receiving Practice (Including two weeks Field Training).

360. *Deleted.*

361. *Deleted.*

362. *Deleted.*

363. *Deleted.*

364. *Deleted.*

365. *Deleted.*

366. *Deleted.*

367. *Deleted.*

Training of Candidates

368. Teleprinter operators selected for training in morse will receive instruction in the following subject :—

I. *Signalling.*—Morse sending and receiving.

369. The instruments, batteries and all fitting are to be put up in the training class in such a way that they may serve as a standard to the candidates of the manner in which every office should be fitted.

370. The Morse alphabet is to be taught verbally by the instructor. He should start with the single symbol letters "e" and "t" and should show how they are built up by the combination of dots and dashes. He should have a loud sounding sounder and should educate the eye and are simultaneously, mentioning the letter, pointing out the Morse symbol on the black-board and sounding it on the sounder at the same time. Practice should be given in open and closed circuit working.

371. After Morse alphabet has been throughly mastered, practice should be afforded in sending and receiving sentences consisting of short words such as are to be found in a child's reading book. As soon as the candidate had acquired sufficient facility with these, groups of letters (gat forming words) and groups of figures should be signalled to avoid the practice of guessing.

372. After the candidate can receive with moderate facility, all writing and transcription must be done on actual message forms in order to train the hand and eye to the size of writing that must be used, and to what extent the loops of letters can project above and below the line without touching the loops of letters in the adjacent lines. The Morse ink writer should be used freely throughout the course of training.

373. The utmost attention must be paid to the writing being clear and legible.

374. Accuracy must be insisted upon from the very commencement of instruction, and it must be impressed on every candidate that he must never, on any account, sacrifice accuracy to speed. No mistakes will be allowed in the periodical tests. That is, the speed must be decreased until the piece is sent or received, free of errors. This means that if a mistake is not at once corrected in the orthodox way, a fresh start on a fresh piece must be made. The autmost importance is placed on candidates being trained to regard absolute accuracy as essential, and, especially at first, efforts should not be made to increase the speed.

375. The rules regarding the use of BLOCK capitals for code messages are to be strictly enforced.

376. It must be remembered that candidates have to acquire the muscular endurance necessary for prolonged work. While at first five or ten minutes continuous sending and receiving will tire a candidate, increased until a candidate can, without undue fatigue, send or receive for an hour or more at a stretch.

377. The hours of attendance will be fixed by the Divisional Engineer Regional Telecom Training School and will be so arranged that every candidate will work for six hours daily, exclusive of intervals for meals, Candidates will not be required to attend on Gazetted holidays.

378. Candidates should be examined after the completion of three months in a training class and thereafter quarterly, and the instructor should report promptly to the Divisional Engineer Regional Telecom Training School any candidate whose progress is unsatisfactory and whose retention in the class is not desirable. The Divisional Engineer Regional Telecom Training School on receipt of such a report will enquire into the case, and, if he considers it undesirable to retain the candidate in the training class, he will remove him from it.

379. A progress report on all candidates should ordinarily be prepared quarterly in the register, From App. 22, one copy being submitted to the Divisional Engineer Regional Telecom Training School and another retained in the

class. In the case of any candidate, however, whose progress is below normal, a monthly report should be made until such time as a final decision is reached either to remove him from the class or to retain him for further training.

380. *Deleted.*

FINAL EXAMINATION

381. On the completion of training each candidate will be required to pass the following tests at one examination :—

I. *Handwriting.*—There will be no separate test in handwriting but a candidate's writing must be absolutely clear and legible in the final written tests in all subjects including Morse receiving manuscript.

II. *Signalling.*—(i) Morse sending and receiving closed circuit, plain language test :—

Ability to send a piece containing 500 letters in five minutes. Sending to be tested on an ink recorder. For every bad space one-tenth of a word per minute and for every other error half a word per minute should be deducted from the gross rate of sending to arrive at the net rate. A deduction of more than two and a half words will disqualify a candidate. Receiving on open circuit to be done with a typewriter and on the closed circuit in manuscript. The result must be free from errors and not more than three corrections will be allowed.

(ii) *Morse sending (on an ink recorder) figure test.*—Ability to send correctly forty groups of three figures each in two minutes. Deductions for bad spacing in error will be the same as prescribed above, for Morse sending plain language test.

382. The final examination of candidates will be carried out at the training classes in which they are trained. The examination will be conducted by officers of the Telegraph Traffic Service/Telegraph Engineering Service nominated by Divisional Engineer Regional Telecom Training School concerned. The written papers in Traffic rules/Engineering subject will be sent and marked by the examining officer.

383. *Deleted.*

384. The number of marks obtainable for each question in the written papers must be noted on each of the written papers by the officer who sets and examines the papers and also the number of marks actually awarded to the candidate in each question.

385. Instructors of training classes are not to be entrusted with the duty of either setting the final examination papers or of awarding the marks.

386. *Deleted.*

387. *Deleted.*

388. *Deleted.*

NON-DEPARTMENTAL TELEPRINTER OPERATORS

389. Candidates for temporary employment as non-departmental teleprinter operators must be able to send and receive at the rate of 30 words per minute on a Teleprinter, free from errors and with not more than four corrections. The result of the examination should be recorded on form App. 21. Women qualified in Teleprinter operator, whether married or single, are eligible for temporary employment in departmental telegraph offices as non-departmental teleprinter operators. Their hours of duty are the same as for men except that they may not be required to work before 8 A. M. or after 9 P. M.

390. *Deleted.*

391. *Deleted.*

392. When an emergency arises or teleprinter operators are granted leave on medical certificates in excess of the sanctioned leave reserve and the working conditions of the office demand some immediate arrangement for handling the traffic, the Head of the Telegraph office may allow over time allowances or Extra Message Rate Allowance to the operating staff, till the staff position improves.

393. *Deleted.*

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413. *Deleted.*

CLERKS

414. The rules for recruitment to the service of upper division clerks are given in Appendix No. 18.

415. *Deleted.*

416. *Deleted.*

417. *Deleted.*

418. *Deleted.*

419. *Deleted.*

420. *Deleted.*

421. *Deleted.*

421A. Establishment other than operative staff in telegraph offices is as under :—

(i) Town Inspector (Basic Scale-7).

(ii) Conservancy|Sanitary Inspector (Basic Scale-5).

(iii) Cash Overseer (Basic Scale-5).

(iv) Inspector of Naib Qausids (Basic Scale-4).

(v) Head Task Work Messenger (Basic Scale-4).

(vi) Task Work Messenger (Basic Scale-3).

421-B. *Deleted.*

421-C. The following are the rules for the recruitment of categories of staff.

(1) *Town Inspectors.*—The appointment is made by transfer from clerks or Telegraphists/Teleprinters operators in Basic Scale-7.

(2) *Conservancy/Sanitary Inspectors.*—Recruitment is made according to the rules contained in Appendix No. 30.

(3) *Cash Overseers.*—Appointment is made by promotion from the suitable Inspectors of Naib Qausids or Head Task Work Messengers on the recommendation of the Departmental Promotion Committee.

2 (4) *Inspectors of Naib Qausids.*—Appointment to this post is made by promotion from the employees in Basic Scale 1 to 2 on the recommendation of the Departmental Promotion Committee. The candidates should have good knowledge of English and of one or two of the local languages. The Head of the office will laid his own test with a view to ensure selection of the right type of candidates. The test should be conducted by the Departmental Promotion Committee *vide* rule 15-B (1).

(5) *Head Task Work Messengers.*—Appointment is made by promotion from amongst the Task Work Messengers in Basic Scale-3 on the recommendation of the Departmental Promotion Committee.

(6) *Task Work Messengers.*—Recruitment is made both from the outside as well as from the departmental candidates belonging to Basic Scale 1 and 2. The candidates should be literate and able to read names and numbers of houses, streets, roads in English, Urdu and local language.

Training Under Divisional Engineer, Regional Telecommunication Training School

422. Members of the Department, sent for training under Divisional Engineer Regional Telecommunication Training School should be transferred to the office of the office of the later to which they will remain attached during the period of their training if the period of training is more than four months.

Private Debts

423. Claims of private debts of any kind against any member of the Department must be settled between the creditor and his debtor without the intervention of any departmental superior unless the salary is attached by a Civil Court.

Training in Telegraphy of Non-Departmental Learners

424 (i) The Telegraph and Telephone Department may undertake the training in telegraphy of the following classes of non-departmental learners *viz.* :—

Learners sent by Canal Administrations and or Railway Administrations.

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1 D.G. T&T O.M. No. A. 11-15/60 Dated 22-6-1967.
2 D.G. T&T O.M. No Staff (I), 45-14/81, Dated 16-11-1981.

(ii) A fee will be charged from Canal Administration from each learner at the rate of Rs. 108 for entire training. The course shall ordinarily be for a period of not less than six months. In special cases the Director General may sanction a reduced course of not less than three months. The fee for the course will in each case have to be paid in advance to the Telegraph and Telephone Department. If, for any reason, a learner leaves the class before the termination of the full course of training, no refund will ordinarily be allowed.

(iii) Rules relating to this training are given in paragraph 8 Appendix No. 4 to the Telegraph and Telephone Manual, Volume VI Part 5. In other cases the previous sanction of the Director General will be required.

525 (i) *Examination of Canal and Railway Signallers.*—A fee of Rs. 5 per head has to be paid by the Canal and Railway Administrations concerned for the examination in telegraphy of candidates of those Administrations conducted by officers of the Pakistan Telegraph and Telephone Department.

Proficiency certificates will be issued to the Administrations concerned in respect of candidates who pass the examination. When a proficiency certificate is lost through unavoidable circumstances, a duplicate copy thereof will be supplied when asked for on payment of a fee of Rs. 2. In all other cases, the following charges will be levied for duplicate copies :—

	Rs.
On the first occasion	400
On the second occasion	800
On the third occasion	1600

Note :—The prescribed fee referred to above does not include any charge on account of the travelling allowance of the examining officer and his Naib Quasid, which should be borne by the Administrations concerned as a separate item.

(ii) Testing in telegraphy of military recruits sent by the Defence Department :—

A fee of Rs. 5 per head has to be paid by the Defence Department for the examination in telegraphy of military recruits sent by that Department.

CHAPTER X.—NON- GAZETTED EMPLOYEES—TELEGRAPH ENGINEERING

426. The Non-gazetted staff in the Engineering Branch of the Department consists of the following employees :—

(i) **Foremen,** Assistant Foremen, Estimators, Examiners, Instrument Testers, Draftsmen, (Workshop).

(ii) **Engineering** Supervisors-general (Telegraph and Telephone, Electrical), Engineering-supervisors carrier and wireless.

(iii) Technicians (external) line.
Technicians (internal).
Technicians (electrical).
Technicians (Carrier).
Technicians (Radio).
Technicians (Microwave|Satellite).

(iv) **Telephone** operators.

(v) **Linemen.**

(vi) **Engine drivers.**

(vii) Wiremen.

(viii) **Clerks Cashiers** and Store keepers.

426-A. **Reserve staff.**—A leave reserve on a percentage basis is sanctioned to provide for vacancies caused by the absence on leave of the following classes of officials :—

(1) *Linemen.*—Provision for leave reserve is built-in in the staff standard.

(2) *Clerical staff.*—Reserve clerks calculated on a 10 per cent, basis are sanctioned for each office or group of offices in the Region to which a common Basic-Scale applies when the total strength of the clerical staff employed therein justified the employment of such reserve.

WORKSHOPS SUPERVISORY ESTABLISHMENT

427. Recruitment to the posts of assistant foremer, estimators examiners and instrument testers is made under the rules embodied in Appendix 8 to this Manual.

428. *Deleted.*

(b) Promotion from the grade of Assistant-Foremen, Examiners, Estimators and Instrument-Testers to the grade of Foremen shall be made by Director Telegraph Stores and Workshop on the recommendation of Departmental Promotion Committee *vide* Rule 15-D.

RECRUITMENT AND TRAINING OF CANDIDATES FOR THE CADRE OF ENGINEERING SUPERVISORS

429. The recruitment of candidates for the posts of engineering supervisors will be effected by means of competative examination or interview in accordance with the rules embodied in Appendix 15-M to this book :—

(i) *Deleted.*

(ii) *Deleted.*

Note.—Deleted.

"TELECOM TECHNICIAN"

430. The rules for recruitment to the service of Telecom Technicians are given in Appendix No. 28.

431. Outside Candidates selected for appointment as Technician will undergo one of the following training courses.

Tech 1 for appointment as Telecom Technician External.

Tech 2 for appointment as Telecom Technician Internal.

Tech 3 for appointment as Telecom Technician Electrical.

Tech 4 for appointment as Telecom Technician Carrier.

Tech 5 for appointment as Telecom Technician Radio.

Tech 6 for appointment as Telecom Technician M. W/Satellite.

432. *Deleted.*

433. *Deleted.*

434. *Deleted.*

435. *Deleted.*

436. *Deleted.*

437. *Deleted.*

438. *Deleted.*

439. *Deleted.*

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450. *Deleted.*

451. *Deleted.*

452. *Deleted.*

453. *Deleted.*

454. *Deleted.*

455. *Deleted.*

456. *Deleted.*

RECRUITMENT OF TELEPHONE OPERATORS

457. The rules for recruitment to the service of telephone operators are given in Appendix No. 16.

458. *Deleted.*

459. *Deleted.*

460. *Deleted.*

461. *Deleted.*

462. *Deleted.*

463. *Deleted.*

464. *Deleted.*

465. *Deleted.*

LINEMEN

466. (a) Linemen are in Basic Scale 4.

(b) In recruiting linemen from other than department sources the rules in force at the time for the local recruitment of candidates should be strictly followed.

(c) Candidates will be selected on the basis of existing vacancies or those expected to occur within six months. Selected candidates will be required to undergo a course of training in a special 1 class, during which period they will be designated as "Linemen-Learners".

(d) All candidates must be able to read and write their local Pakistan language sufficiently well to be able to maintain a simple account of their expenditure on behalf of the Department and they should also be able at least to enter the amounts of such expenditure in English figures. All candidates will be required to pass a servere physical test and medical examination of a high order before they can be appointed as linemen-learners and put under special training. Medical officers should certify each candidate as able to stand continued exposure in all climates as capable of walking for to hours a day when required to do so for two or three days at a stertch. Candidates must be active and good workmen and able in climb up posts without a ladder.

467. Recruitment of linemen-learners should be made from the following sources :—

(1) *Head Coolies.*—(a) Head coolies of the Engineering Sub-Division who have been employed at the daily rates admissible to them in construction parties have had considerable experience of telegraph line-work for a period of not less than 6 months and whose age does not exceed 25 years, will be selected for training in the linemen-learners' class.

(b) Sub-divisional officers will, for the purpose of making the selections, maintain a register in which should be shown the specific works on which head coolies have been employed and the history of each head cooly, his qualifications, the recommendations of his

immediate superiors such as technician line and Engineering Supervisors, and observations of the man made after personal interview and examination by the Sub-Divisional Officer. These entries should be regularly made and the register should be inspected by Divisional Engineers during their annual inspections of sub-divisional offices.

(c) When admitted to the linemen learners' class such Candidate will be given an allowance equal to minimum of the N.P.S.-4 per month for the duration of the class and the training period will not count for increment in the National Scale.

(2) *Outside Candidates.*—(a) An outside candidate fulfils the conditions of age laid down for head coolies by the appointing authority to be suitable in all respects, may be trained in construction parties as a head coolies for a period on not less than six months at daily wages for actual work at the rates existing for head coolies, and if found satisfactory may be given a further training in the linemen-learners' class.

(b) Sub-divisional officers will maintain a register in which should be shown the specific works on which such outside candidates have been employed as head coolies, the history of each such candidate, his qualifications, the recommendations of his immediate superious such as Technician line and Engineering Supervisors and observations of the men made after personal interview and examination by the Sub-divisional Officer. These entries should be regularly made and the register should be inspected by Divisional Engineers during their annual inspections of sub-divisional officers. Should an outside candidates work, etc., be considered unsatisfactory at any time during this training, his services will be dispensed with.

(c) When admitted to the linemen-learners' class outside candidates will be given an allowance equal to Minimum of NPS-4 months of the duration of the class and the training period will not count for increments in the National Scale.

(3) *Departmental Candidates.*—(a) A qualified boy-Naib Quasids or an employee in basic scale 1 & 2 of the Department whose age does not exceed 25 years and who volunteers for appointment as linemen may, if the appointing officer considers him thoroughly suitable in all respects and if he passes the requisite medical test, be trained in departmental construction parties for not less than six months, during which he will be paid at the rate of his substantive pay and, if found satisfactory, will thereafter be admitted to the linemen-learners' class.

Note.—The age limit of 25 years may be relaxed with the approval of the Head of the Region in special cases such as when the appointing authority is satisfied that the boy-Niab Quasid or employee in basic scale 1 & 2 concerned is habituated to outdoor life.

(b) Sub-divisional Officers will maintain a register in which should be shown the specific works on which such departmental candidates have been employed as head coolies, the history of each such candidate, his qualifications, the recommendations of his immediate superiors such as Technician line and Engineering Supervisors, and observations of the man made after personal interview and examination by the Sub-divisional Officer. These entries should be regularly made and the register should be inspected by Divisional Engineers during their annual inspections of sub-divisional offices. Should a departmental candidate's work, etc., be considered unsatisfactory at any time during this training, he will be reverted to his substantive post.

(c) On admission to the linemen-learners' class departmental candidates will continue to be paid at the rate of their substantive pay or Minimum of B.S. 4 whichever is more.

(4) Vacancies both officiating and permanent in the grade of linemen will be filled by qualified learners in an order of merit based on the results of the test which will be held at the end of the linemen-learner's course and in the following proportions :—

(a) 5% of the vacancies occurring in each year will be filled by qualified departmental candidates.

(b) The remaining vacancies will be filled by qualified outside candidates including head coolies (subject always to the rules in force at the time for local recruitment) :

Provided that in respect to 15% of the vacancies available for other than departmental candidates occurring in any one year, preference will be given to the sons of deceased, retired and serving officials of the Pakistan Telegraph and Telephone Department.

468. **Training for linemen-learners.**—(1) With a view to the training of candidates a class should be arranged in Divisional Telecom : Training School. This class should be in the charge of a selected senior Technician external, and practical instruction will be given.

(2) *Deleted.*

(3) *Deleted.*

(4) (a) The linemen-learner's training course LM-I should be for 13 weeks and all the candidates should undergo the full course, after which a final test will be held by officer incharge Divisional Telecom : Training School, who must record the results of the final test made by him of each of the candidates, and the marks allotted by him in each subject. The test will be oral and practical.

(b) Learners who have obtained at least 40 per cent of the maximum marks will be considered as having qualified for appointment as Linemen. Their appointment as Linemen will be on one year's probation.

(c) The examining officer will send a record of the results with his personal observations on each qualified learner to the Divisional Engineer concerned.

After having worked in the field the Linemen will have to undergo a training course LM-2 for 13 weeks which will entitle them to special allowances.

(d) *Deleted.*

(5) *Deleted.*

469. *Deleted.*

470. *Deleted.*

471. *Deleted.*

472. *Deleted.*

473. *Deleted.*

CLERKS

474. **Recruitment.**—The rules for recruitment to the service of Upper Division and Lower Division Clerks for engineering offices and other offices are given in Appendix No. 18 and 19.

475. **Promotion.**—The general rule regarding promotion of clerks to the selection grades is given in rule 27-B. Upper Division Clerks must, before being permanently promoted to the selection grade, satisfy the head of their office that they are competent to deal with accounts, estimating or establishment cases. Before their turn for promotion to the selection grade comes, they should be given reasonable opportunities of learning how to deal with these cases. In the case of officiating and temporary promotion the above qualifications need not be insisted upon.

476. *Deleted.*

477. All clerks in the Regional, Divisional and Sub-Divisional offices will be borne on one cadre, all these offices within the Region being treated as a single office for purposes of promotion. Transfer of clerks should be avoided in cases of officiating promotions in leave vacancies for not more than four months; in such cases the officiating promotion should go to the senior most clerk in the lower scale/grade on the spot who is able to carry on the duties of the vacant post.

CASHIERS AND STOREKEEPERS

478. Appointments of Cashiers and Storekeepers will be made by selecting such persons as are considered qualified on their furnishing adequate security.

TRAINING UNDER THE DIVISIONAL ENGINEER TELECOM. TRAINING SCHOOL KARACHI, LAHORE, SUKKUR, RAWALPINDI AND PESHAWAR

479. Members of the Department, other than the line staff and telephone operators, sent for training under the Divisional Engineer, RTTS, should be transferred to the office of the later to which they will remain attached during the period of training.

480. Line staff, telephone operators and wiremen sent to Lahore|Karachi| Peshawar and Rawalpindi, as the case may be, for similar training will not be transferred, but will be treated as on duty under Rule 9 (6) (b) of the Fundamental Rules and officiating promotions may be made during their absence by Heads of Regions. Officiating promotions may also be made similarly in place of Engineering Supervisors sent to Regional Telecom. Training School for training, up to the sanctioned strength in each Region.

Note.—When men are sent to Regional Telecom. Training School for training, and are treated as on duty under Rule 9 (6) (b) of the Fundamental Rules, they will continue to be paid by the offices to which they were last attached. Last Pay certificates, service books, by bills, travelling bill etc., must not be sent to the Director-General's office or to the Divisional Engineer RTTS, and all correspondence in connection therewith should be sent direct to the person concerned. The dates on which such men report themselves at RTTS and the dates on which they are struck off duty will be intimated by the Divisional Engineer, RTTS to the Heads of Regions|Administrative Units concerned.

WIREMENS

480-A. The rules of recruitment to the cadre of Wiremen are given in Appendix No. 25.

480.-B. *Deleted.*

CHAPTER XI.—NON-GAZETTED EMPLOYEES WIRELESS ESTABLISHMENT

481. The non-gazetted staff in the Wireless Branch of the Department consist of the following classes of officers :—

(1) Engineering Supervisor (Radio/Wireless).

(2) Technician Radio.

(3) Wireless telegraphists.

(4) Clerks Accountants and Draughtsmen.

(5) Engine-Drivers.

481/1. *Deleted.*

ENGINEERING SUPERVISORS RADIO/WIRELESS

482. Engineering Supervisors Radio/Wireless are recruited according to Recruitment Rules contained in Appendix 15-M.

TECHNICIAN RADIO

483. The rules for recruitment to the service of Technician Radio are given in Appendix No. 28.

WIRELESS TELEGRAPHISTS

484. The rules for recruitment to the service of Wireless Telegraphists are given in Appendix No. 27.

485. *Deleted.*

486. *Deleted.*

INCREMENTS

487. The following rules regulate the grant of increments to Technicians Radio.

488. During the first 5 years of their service, Technician Radio will be tested annually in the following tests :—

Test 1.—To receive by Buzzer a mixed piece in plain language of English and French, letter code and figure cypher at 18 words per minute for 10 minutes.

Test 2.—To transmit a similar piece as test 1.

Test 3.—To receive a similar piece test 1 on open or closed circuit.

Note 1.—The mixed piece will contain an equal number of words in English and French, letter code and figure cypher, which will be grouped separately.

2.—The total number of errors in each receiving test must not exceed 1 per cent.

3.—In transmission for every bad space or malformation one tenth of a word per minute will be deducted from the gross rate of sending to arrive at the net rate. The result must be free from errors and not more than three repetitions will be allowed.

489. Technician Radio who fails in the test laid down in rule 488 will not be permitted to draw his next increment until he succeeds in passing. The same test will be applied in the 10th and 15th years of service and for failure to pass hose tests, increments will similarily be stopped.

490. The Divisional Engineers, Telegraphs, and officers of equivalent rank under whom the official is employed have discretionary powers to order the examination of an Technician in the tests laid down in rule 488 at any time and to withhold his next increment should be fail to qualify.

491. Techician Radio who have qualified in the examination for promotion to the grade of E.S. Wireless and those who qualify in the new Higher Proficiency Examination will be exempt from the tests laid in rule 488.

492. In other years increments will be granted to Technician Radio if their work and conduct are found to be satisfactory on a review of their confidential records referred to in rule 74 of the Telegraph and Telephone Department. The authorities competent to sanction and withhold increments of Technician Radio are the Divisional Engineers, and Officers of equivalent rank under whom the official is employed.

493. ***Cancelled.***

494. ***Cancelled.***

495. ***Cancelled.***

496. ***Cancelled.***

497. *Cancelled.*

498. *Cancelled.*

ENGINE DRIVER

499. These are recruited locally by the Divisional Engineer, Telegraphs, provided they are obtainable and are sufficiently qualified to take charge of the running of engines at wireless stations. Engine-room staff (engine drivers) may be required to carry out urgent mast work as part of their duty. Such staff should therefore, be recruited from men who undertake the duty of climbing masts and are declared medically fit for the purpose.

500. *Cancelled.*

501. *Cancelled.*

CHAPTER XII

RELATE POST OFFICE

502. *Omitted.*

503. *Omitted.*

504. *Omitted.*

505. *Omitted.*

506. *Omitted.*

CHAPTER XIII.—ESTABLISHMENT IN BASIC SCALE 1 & 2 IN TELEGRAPH TRAFFIC

507. The Estaolishment in Basic Scale 1 & 2 in the Traffic Branch of the Department consist of the following categories :—

(1) Telegraph Massenger.

(2) Boy Naib Quasid, Chowkidar, Cycle Darban, Daftaries, Farrash, Khakroob, Naib Quasid.

508. The rules regarding recruitment of boy Naib Quasid and other employees in Basic Scale 1 & 2 of the Telegraph Traffic Branch are contained in Appendix No. 12 to this Volume.

508-A. *Deleted.*

508-B. Posts mentioned in item (1) of rule 507 above will be filled by the promotion of Employees in Basic Scale 1 mentioned in items (2). Such posts should be filled on recommendation of Departmental Promotion Committee (Appendix 35) on seniority *cum* fitness bases. Seniority shall be determined according to the date of regular appointment in the relevant Basic Scale.

509. The authorities competent to appoint employees in Basic Scale 1 & 2 in the Telegraph Traffic Branch are specified in Schedule No. 1-A to the Telegraph and Telephone Manual Volume-III Chapter—I.

DELIVERY NAIB QUASID

510. No Naib Quasid must be employed in the delivery of the messages who is unable to read and write the local language *vide* rule 260 of the Telegraph and Telephone Manual Volume VI.

511. *Deleted.*

512. *Deleted.*

513. *Deleted.*

514. *Deleted.*

515. *Deleted.*

CHAPTER XIV.—ESTABLISHMENT IN BASIC SCALE 1 & 2 IN TELEGRAPH ENGINEERING

516. Establishment in Basic Scale 1 & 2 in the Telegraph Engineering Branch of the Department consist of the following categories :—

Basic Scale 2 :

(1) Book Binder, Head Mali, Lift Operator, Marker, Painter, Packer, Putout Man, Quasid, Record Supplier (Sorter),

Basic Scale 1 :

(2) Bhishty, Batteryman, Collies, Chowkidar (Watchman), Cutter, Cleaner, Daftry, Farash, Gate Keeper, Hammal, Khakroob, Khalasi, Mast lascar, Mali, Niab-Quasid, Line Coolies, Engine Coolies, Cleaners etc.

517. The rules regarding recruitment of Employees in Basic Scale one of the Telegraph Engineering Branch are contained in Appendix No. 12 to the Volume.

517-A. Posts mentioned in item (1) of rule 516 above will be filled by the Promotion of employees in Basic Scale 1 of the categories mentioned in item (2) of that rule. Such promotion will be made in order of seniority on the recommendation of Departmental Promotion Committee *vide* rule 15-B (4).

518. The authorities competent to appoint employees in Basic Scale 1 & 2 in the Telegraph Engineering Branch are specified in Schedule No. 1-A to the Telegraph and Telephone Manual Volume III.

519. ***Deleted.***

520. ***Deleted.***

CHAPTER XV.—ESTABLISHMENT IN BASIC SCALE 1 & 2 WIRELESS

521. The Establishment in Basic Scale 1 & 2 in the Wireless Branch of the Department consist of the following classes :—

Basic Scale 2 :

(1) Daftries.

Basic Scale 1 :

(2) Naib Quasids, Lascars, Coolies, etc.

522. The rules regarding recruitment of employees in Basic Scale 1 in the Wireless Branch are contained in Appendix No. 12 to this Volume.

522-A. The authorities competent to appoint employees in Basic Scale 1 & 2 in the Wireless Branch are specified in Schedule No. 1-A of Chapter I of Telegraph and Telephone Manual, Volume III.

PART III

REVISION OF ESTABLISHMENTS

CHAPTER XVI.—REVISION OF ESTABLISHMENT—GENERAL RULES

POWERS

523. The powers of the Officers of the Department in Respect of Creation, permancy or abolition of establishments are defined in the Schedule of Financial Powers of Officers of the Telegraph and Telephone Department Manual Volume III Chapter 2.

SUBMISSION OF PROPOSALS FOR PERMANANCY OF TEMPORARY POSTS TO THE DIRECTOR GENERAL

524. Proposals for permanancy of Posts in Basic Scale 1 to 15 made by Divisional Engineers, or Superintendents in charge of Departmental Telegraph Officers, Radio Traffic Officers, Senior-Accounts Officers Telephone Revenues| International Telecomm. Accounts Officers Telegraph Stores, Superintendent Telegraph Workshop, Senior Accounts Officer Telegraph Stores, Accounts Officer Telegraph Workshop, and Verified by the Director T & T Accounts will be submitted by Heads of Regions|Administrative Unit to the Director General direct (and not through the Director T & T Accounts). In such cases, the papers containing the verification certificate furnished by the Director T & T Accounts will be forwarded to the sanctioning authority by the Heads of the Region| Administrative Unit who will add the following sentence in his forwarding letter :—

> "The figures shown as representing the present cost of the establishment affected by
>
> portion of establishment
>
> this proposal has been verified by the Director T & T Accounts, Lahore, in its verification certificate No. dated the (enclosed)."

In all other cases, Heads of Region/Administrative Units will submit proposals to the Director General through the Director T & T Accounts. This procedure will apply also in the cases of other officer directly subordinate to the Director-General *viz,*

(i) Director Telegraph Stores & Workshops.

(ii) Director T & T Accounts Lahore.

(iii) Director Development working directly under Director General. Telegraph and Telephone.

Note.—Every proposal must be submitted to the Director-General at least six weeks in advance of the date from which sanction is desired.

CHAPTER XVII.—PAGES 152—168

Rules 525 to Rule 588 omitted as these rebate P. O. Department.

CHAPTER XVIII.—REVISION OF ESTABLISHMENT—TELEGRAPHS

PERMANENT ESTABLISHMENT

589. No. post can be created on permanent basis. Proposal for conversion to permanancy of posts which have continued for five years and have been created for works of permanent nature and are likely to continue for indefinite period will be initiated by the competent appointing authority and will be verified by the Director, T & T Accounts, Lahore. After its verification, the proposition statement will be submitted to the Head of the Region or the Director-General for formal sanction for the permanancy of the posts, as the case may be.

TEMPORARY ESTABLISHMENT

590. No application for sanctions for temporary establishment should be made for periods extending beyond the end of May in any official year, so that no temporary sanctions may extend beyond a current budget. If the temporary establishment be required for any period after the end of May of any year, an application for retention should be made. All applications for renewals of sanctions for temporary establishment should be submitted one month before expiry of the existing sanction. Formal proposal for the increase of temporary establishment fully justified on the basis of Staff Standard given in Appendix No. 34 should be made in the budget estimate for the next financial year or in the Revised estimate of the current year, as the case may be, according to the procedures laid down in Chapter-XII of Manual Volume-II. Proposals for the employment of temporary establishment should in no case be submitted in the form of proposition statements.

SUPERVISING STAFF

591. The following orders of the Government of Pakistan should always be borne in mind in framing proposals for the revision of the supervising staff in telegraph offices :—

(i) Telegraph offices in which the proper staff of operatives, non-operatives and clerks is five or less (excluding the telegraphist in charge) to be placed in charge of a telegraphists/teleprinter operator.

(ii) The standard for computation of telegraph master for a telegraph office is one telegraph master for every ten telegraphists and clerks/teleprinter operator who may be under the direct supervision of the telegraph master and fractions of over one-half is to be counted as one. Thus an office having sixteen telegraphists and clerks will be entitled to have two telegraph masters and an office having six telegraphists and clerks will have one telegraph master who will be incharge of the office. For scattered telegraph offices whether single or grouped one telegraph master for six telegraphists/teleprinter operators.

(iii) In small offices the telegraphists or telegraph master in charge will do all testing necessary, and there will be no necessity for a special testing telegraphist.

(iv) The increase or new creation of posts of Superintendent/Assistant Chief Superintendent and Chief Superintendent Telegraphs will be based on staff standard laid down in Appendix No. 34.

TELEGRAPHISTS/TELEPRINTER OPERATORS

592. (i) The strength of Telegraphists/Teleprinter Operator and Non-operative staff should be worked on the basis of the staff standard given in Appendix No. 34.

(ii) For additional requirement of staff over the actual sanctioned strength a formal proposal should be submitted in the budget estimate for the next financial year.

(iii) Leave reserve for the operative and non-operative telegraphist/teleprinter operators and Telegraph masters of each office is built in the staff standard for fixing the strength on the basis of the traffic handled in the telegraph/Radio office.

Note.—The expression "non-operative telegraphists/teleprinter operators" referred to above includes testing telegraphists/teleprinter Assistants, telegraphists/teleprinter operators in charge of offices, instructors of training classes, etc.

593. *Cancelled.*

PROCEDURE FOR SUBMISSION OF PROPOSALS TO THE DIRECTOR GENERAL FOR REVISION OF CLERICAL AND OTHER NON-GAZETTED STAFF

594 (a) Likewise, the above procedure will also be complied for the permanency of temporary posts or increase of temporary establishment of the clerical and other staff in the telegraph offices. Additional temporary staff should be justified on the basis of the Staff Standard-1978 and other circulars issued from the office of the Director General from time to time.

(b) Proposal for the revision of staff for any traffic office, telecommunication system, administrative office/accounts office should accompany necessary data in the appended proforma, Annexure-I and Annexure-II.

595. *Cancelled.*

Annexure I

Chapter. XIII.—REVISION OF ESTABLISHMENT—TELEGRAPHS

**NEW ITEMS STATEMENTS RELATING TO.....FOR THE YEAR..... (Name of region/administrative unit)

(Referred to in rule 594 (b)

Sl. No.	Name and Details of System/ Equipment or Traffic Statistics	Name of Posts and Scale No.	No. of Posts				Specific Clause of the Staff Standard 1978 According to which Justified
			Justified Total	Existing	Balance Justified	Recommended	
1	2	3	4	5	6	7	8

**D.G. T&T O.M. No. E. 2-2/83 Dated 29-9-1983.

Annexure II

Chapter. XIII.—REVISION OF ESTABLISHMENT—TELEGRAPHS

**STATEMENT OF CONTINGENCY DEMAND UNDER NIS 1984-85.

Name of Items	R.O.		Tele-graph		Tele-phone		Engineering Division								Accts. Officer		RTTS		CTS		Telegraph/ Radio Traffic Offices		Total
							Electri-cal		N.W.D		M/W		Carrier		Dev.				TSC		S. TWS			
	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement	Available	Additional requirement		
1	2		3		4		5		6		7		8		9		10		11		12		13	
Chairs.																								
Almiraha																								
Table																								
Racks																								
Stools																								
Typewriter																								
Duplicating Machines																								
Photostat Machine																								

**D.G. T&T O.M. No. E. 2-2/83 Dated, 29-9-1983.

CHAPTER XIX

EFFICIENCY DISCIPLINE RULES

611. *Deleted.*

611. A. The efficiency and discipline rules relating to penalties, and appeal rules of the civil servants under Civil Servants Act. 1973 are reproduced in full in Appendix 38 and 39.

(2) The rules relating to penalties and appeals of the employees who are excluded from the operation of the Civil Servants Act, are reproduced in Schedule No. 1—B of the Telegraph and Telephone Manual Volume.-III chapter-I.

612. *Cancelled.*

612-A. (1) The authorities competent to impose penalties on the T&T officer/Officials are indicated in Schedule 1-A of the Manual Volume-III chapter-I.

(2) The punishing authorities in respect of the various classes of employees who are excluded from the operation of the Civil Servants Act, shall be the same as for the corresponding classes of permanent staff of the Department, *i.e.*, the staff paid from contingencies, daily paid workmen, etc., and piece workres the same as for departmental employees in Basic Scale 1 & 2.

(3) A penalty can be imposed only by the prescribed punishing authority, and an appellate authority or any other authority higher than the appropriate punishing authority cannot exercise any concurrent original disciplinary jurisdiction. In no circumstances should an authority higher than the punishing authority issue any direction in regard to the penalty to be imposed. Neither should a punishing authority obtain the guidance or consent of any superior authority in this respect.

PROCEDURE FOR PUNISHMENT

612-B. When an employee is charged with an offence, except as otherwise prescribed in rule 613 every opportunity should be given to him of explaining or refuting the charge and the following procedure should be strictly observed :—

(a) A charge sheet or a show cause notice should be issued against him ;

(b) A written defence should be obtained from him ;

(c) If the authorized officer decides to conduct enquiry through an Enquiry Officer or Enquiry Committee, he will appoint Enquiry Officer/Enquiry Committee and will supply copy of the charge sheet to him/it. The accused shall submit his written defence through the Enquiry Officer/Committee. In case the accused furnishes his defence direct to the authorized officer, the defence will be furnished to the Enquiry Officer/Committee who/it will examine the same and submit it alongwith his/its report.

(d) The Enquiry Officer/Committee shall follow the procedure prescribed in rule 6 of the Efficiency and Discipline Rules and furnish his/its report to the authorized officer within the period prescribed by the later.

(i) On receipt of the report of the Enquiry Officer/Committee a Show Cause Notice shall be issued to the accused and a copy of the Enquiry Officer/Committee's report will be furnished to him. On the receipt of the defence of the accused, personal hearing will be given by the authorized officer if asked for by the accused.

(e) According to rule 5 (iv) of the Efficiency and Discipline Rules, the authorized officer will pass the punishment order himself for imposing minor penalty otherwise he will forward the case to the authority alongwith the charge sheet, statement of allegations, the explanation or defence of the accused, the findings of the Enquiry Officer/Committee, if appointed, and his recommendation regarding major penalty to be imposed. The authority will pass such orders as it may deem proper.

612-C. Framing of Charge Sheet/Show Cause Notice under Efficiency and Discipline Rules and drafting of Punishment order.

(A) The following instructions should be observed in framing charge sheet/show cause notice to the accused :—

(1) Grounds, on which it is proposed to take action against an employee, should be reduced to the form of a definite charge.

(2) A statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case, should invariably be recorded in the charge sheet/show cause notice. In no circumstances, however, should an opinion or anything that can be construed as an opinion as to the guilt of the employee appear in the charge sheet/show cause notice.

(3) The Employee should be required, within a reasonable time (7 to 14 days) to be specified in the charge sheet/show cause notice, to put in a written statement of his defence. He should also be required to state whether he desires to be heard in person in respect of cases involving major penalty.

(4) In a Show Cause Notice/charge sheet the proposed action is required to be specified, and no general mention is to be made by reference to all the minor or major penalties in the rules.

(5) "Check list of requirements" to be noted while taking action under Government Servants (Efficiency and Discipline) Rules, 1973 *vide* Appendix-41.

Note.—When the charge sheet/show cause notice is sent by post, it should be enclosed in a registered cover with acknowledgement due.

612-C (B). If the authorized officer decides to conduct an enquiry through an Enquiry officer/Committee a copy of the charge sheet/will be furnished to the Enquiry Officer/Committee appointed by the authorized officer; and the procedures laid down in Efficiency and Discipline Rules 6 will be followed in conducting the enquiry.

In selecting the Enquiry Officer, the authorized officer should ensure that the Enquiry Officer selected :—

(i) is senior in rank to the accused employee;

(ii) is not the same officer on whose initiative the disciplinary proceeding were started; and

(iii) is not an officer who may have already expressed a definite opinion on the points at issue or one directly subordinate to such an officer.

The notice from the Enquiry Officer/Committee to the accused should be in the farm as at Annexure E while the report of the Enquiry Officer/Committee to the authorized officer/authority should be in the form as at Annexure-F to this charpter.

612-C (C). The order of punishment should be framed in a proper judicial form. It should contain a sufficient record of the evidence (including oral evidence, if any) and a statement of the findings and the grounds thereof. In other words, the punishing order should contain :—

(i) the facts and the history of the case leading to the charge;

(ii) the charges in detail;

(iii) a record of the examination of the defence and the evidence (including oral evidence, if any) in respect of each charge; and

(iv) a statement of the findings in respect of each charge; *vide* annexure C & D to this charpter.

In the examination of the evidences the defence of the accused must be carefully and fully dealt with, and in the final opinion and decision expressed in the order, consideration should be given to the service and character of the employees whose conduct has been under enquiry. A copy of the order must be furnished to the employee punished, "under receipt which must be kept on record attached to the original order of punishment in the personal file of the official concerned or in the file from which the order is issued, as the case may be, particulars of the punishment awarded to the official should be recorded in his confidential record or character sheet, as the case may be. The adverse remarks to be recorded should be prepared in duplicate, one copy to be signed and returned by the official to be kept in his confidential record or character sheet. In case where an official prefers an appeal and his appeal is upheld, either wholly or partially, particulars of the appellate orders should be recorded in his confidential record or character sheet."

Note.—If the employee charged fails to submit his defence within the time specified in the memorandum of charges without good cause, the fact should be mentioned in the final order.

613. In some cases it is not reasonably possible to take all the steps prescribed in Rule 612-B, as for instance, when an accused employee is dismissed or removed from service or reduced in rank on the ground of conduct which has led to sentence or fine or implement or when the authority is satisfied that it is not reasonably practicable to give the accused an opportunity of defending, or when the increment of an employee is stopped in consequence of his failure to pass the prescribed departmental test or when an employee absconds with an acquisition over his head if any penalty is imposed under these circumstances the order imposing it must invariably be in writing; and if a departmental punishment is inflicted for a criminal offence the reasons for not prosecuting the defender must be recorded either in the order of punishment or separately.

614. *Deleted.*

615. Copies of all punishment orders affecting the pay of the employee punished should be sent to the Head of the office from which his pay is drawn and to the Director T&T Accounts, Lahore, alongwith the pay bill.

616. *Delted.*

SUSPENSION

617. In case when a Government servant is accused of subversion, corruption or misconduct, the authorized officer may, with the approvel of the authority suspend him provided such continuation of suspension shall require approval of the "Authority" after every three months.

618. *Cancelled.*

619. No employee who has been suspended should be allowed to absent himself from station if it is apprehended that he might tamper with evidences likely to be produced against him otherwise he should obtain permission of the authority/authorised officer concerned of his station leave.

620. Employees placed under suspension are permitted to draw full pay up to the date of being relieved but it is necessary that the immediate superior of such an employee should make arrangements for his relief at the same time as the suspension. Such relief must be conducted strictly in accordance with the rules regarding transfer of charge *vide* Rules 41—47.

621. An employee should not be suspended except when it is really necessary and the following rules should guide an officer in suspending any one under his orders :—

(a) There must be a strong *prima facie* case of corruption, subversion and misconduct against the delinquent.

(b) If the offence is of such a serious nature that dismissal will be the probable punishment, or such that it is inadvisable that the offender should be allowed to continue to perform the duties of his office pending decision on the case, suspension is justifiable.

(c) Unless there is some very strong reason why the offender should not be allowed to continue to work until the case has been decided, suspension should not be resorted to.

(d) No one should be suspended for petty breaches of discipline and for minor departmental offences.

(e) No one should be suspended unless—

(i) he wilfully and obstinately refuses to carry out an order;

(ii) during the course of an enquiry his retention in his appointment would hamper or frustrate such enquiry;

(iii) he is in Police custody;

(iv) he is charged with an offence of a nature which, if proved against him, would ordinarily result in his dismissal.

Note.—Where documentary and oral evidence has already been collected and the risk of official tempering with evidence (documentary or oral) no longer exists, the order of suspension should be cancelled. Where, however, there is still such a risk, he should be transferred. In cases where the police have intervened and the official is under arrest *vide* rule 621 (e) (iii) the order of suspension must remain in force until the official released on bail or until sentence has been pronounced.

622. *Cancelled.*

623. *Cancelled.*

POWERS TO RELIEVE FROM SUSPENSION

624. Only the authority by whom the suspension of an employee has been sanctioned can relieve him from suspension.

COMMUNICATION OF ORDERS TO DIRECTOR OF T & T ACCOUNT LAHORE

625. A copy of the order placing an employee under suspension (other than those whose names are shown in the Establishment pay bills) and also a copy of the order re-instating or dismissing him, should be forwarded at the same time by the officer issuing the order to the Director Telegraph & Telephone Accounts, Lahore to enable him to audit the grants payable to the official concerned, and to know whether the period of suspension may count for pension or not.

In the case of employees whose names are not required to be shown in the Establishment pay bill or in the annual establishment return, a copy of the order should accompany the bill of the employee concerned.

Copies of all orders must also be sent to the officer in whose custody, the service book or service roll is keep to enable him to make necessary entries in the service book or service roll, as the case may be.

626. *Cancelled.*

SUBSISTENCE GRANTS

627. The rules regulating the monthly grants payable to an employee under suspension or committed to prison will be found in rules 53 and 54 of the Fundamental Rules and Part IV of the Administrative Instructions issued by the Governor General substituted by President. President and published as Appendix No. 3 to the Post and Telegraphs Compilation of the Fundamental and Supplementary Rules.

Note 1.—Under Fundamental Rule 53 (b) a Government servant under suspension is entitled to a subsistence grant at a rate equal to one half of his pay plus allowances as permitted by Government, from time to time. But under Fundamental Rule 54 (b) the appellate or revising authority may order that the pay of the official under suspension should be more than one half of the pay.

Note 2.—Sub-clause (b) of Fundamental Rule 54 does not forbid the period spent under suspension being regarded as leave and it is open to the revision or appellate authority to prescribe as the proportion of pay and allowances to be paid as the leave salary which would be permissible if the Government servant were on leave. Under Fundamental Rule 8, therefore, the Governor-General substituted by the word President. President interprets Fundamental Rule 54 as permitting an appellate authority to convert a period spent under suspension into one clause. Fundamental Rule 54 is absolute and unconditional and when a Government servant who has been dismissed or removed from service is, on appeal, re-instated, the question whether in the absence of lie on a permanent post, the period of unemployment could count for leave or increment does not arise because the rule could not be absolute if the condition of lien had first to be satisfied.

It should, however, be born in mind that under clause (b) of Fundamental Rule 54, full pay should not be admitted, except when an order of suspension is cancelled and the period of suspension is converted into leave.

Posts vacated by dismissed or removed Government servants may be filled substantatively subject to the condition that the arrangement thus made will be revised if the dismissed or removed Government servant is reinstated on appeal.

Note 3.—When therefore, an officer who has the power to suspend issues an order of suspension he will at the same time issue an order under Fundamental Rule 53 (b) granting the suspended official subsistence grant equal to one half of his pay plus permissible allowances, and will inform the Accounts office accordingly. It must be realised that the suspended official should have some means of subsistence during the period of suspension.

If subsequently the official dismissed or removed or suspended is honourably acquitted, the revision or appellate authority may grant him full pay under Fundamental Rule 54. If he is not honourably acquitted, he will get such proportion of pay and allowances as the revising or appellate authority may prescribe under **Fundamental Rule 54 (b).**

628. No payment of any kind, other than the authorised subsistence grant equal to one half of his pay plus permissible allowances is to be made to an employee under suspension.

***Note.*—Subsistence grant is made solely for the purpose of an employee's** subsistence during the period of his suspension. The amount to which an employee under suspension is entitled as a subsistence grant under the provisions of the Fundamental Rule cannot, therefore, be appropriated for adjustment of losses caused to the department by his negligence or in settlement of any other dues from him.

RESIGNATIONS

629. Except with the sanction of the Government of Pakistan, resignation is not permitted while the conduct of an employees is under investigation or until all departmental claims against him have been settled. In forwarding to superior authority an application for resignation, it should be stated whether anything has occurred to affect the character of the applicant.

630. An authority receiving an application from an employee asking for permission to resign should at ones adjust all departmental claims out-standing against the applicant, and his resignation should not be accepted until his accounts are fully adjusted. Pending acceptance of his resignation the applicant should be employed on such duty as he can perform without any charge of public property, payments to him from a treasury or disbursing office, if any, being stopped at the same time. On the accounts being fully adjusted the competent authority will intimate the acceptance of the resignation which is to take effect from the day after receipt of intimation.

631. Any official who, having sent in his resignation, quits his post before receiving intimation of acceptance (unless on leave without pay granted by competent authority) will be dealt with under Efficiency and Discipline rules which may result in dismissal from service, and legal proceedings will be taken against him by the head of the office or the Region|Administrative unit, as the case may be, in which he was last serving, if the Department has legal claims exceeding his undisbursed pay or allowance. Any employee, who having received leave under this rule fails to completely adjust his accounts, will be dismissed in the same manner, and legal proceedings similarly taken against him.

632. Where no special rule is laid down, no authority inferior to that by which an employee was appointed, is competent to accept his resignation.

DISMISSALS

633. *Deleted.*

634. The powers of authorities to dismiss an employee are laid down in the Schedule of Administrative powers in the Telegraph and Telephone Manual, Volume-III.

Procedure with regard to dismissals

635. The following general principles should be observed with regard to dismissals of public servants :—

(1) It should be remembered that a distinction exists between the removal or discharge, and the dismissal, of a public servant. Removal from office for such a cause as unfitness for the duties of the office need not usually entail any further consequences. It ought not to bar re-appointment to another office for the duties of which the removed employee may be suited, and it should not be accompanied by any subsidiary orders which would operate as such a bar or otherwise prejudice the employee in question. Removal should be the penalty in all cases where it is not thought necessary to bar future re-employment under Government.

(2) In cases of dismissals on the other hand, the effect of the order should ordinarily be to preclude the dismissed employee, from being re-employed. As a precaution against the inadvertent re-employment of employees who may have been dismissed, it should be ascertained whether an applicant for a post had been in Government service before, and his previous employer referred to if the circumstances connected with his discharge are not clear. The applicant should be required to produce a copy of his character book or other record of service, any one who succeeds in obtaining employment by the concealment of his antecedents would obviously merit dismissal on the true facts being discovered.

(3) The dismissal of public servants should be notified in the Gazette in the following cases, *viz*, (i) when it is necessary to notify the public of the removal from service of an officer, whether because his appointment was previously gazetted or from any other cause, and (ii) when it is specially desired to exclude from re-employment in the service of Government a public servant who has been dismissed for a heinous offence such as fraud or falsefication of accounts or misconduct, corruption or subversion.

NOTE.—Ordinary cases of the dismissal of non-gazetted employees need not be notified in the Government *gazette* but should be notified in departmental circulars.

(4) The reasons for the dismissal of a public servant should not be stated in the notification regarding his dismissal even in cases in which a conviction has been obtained in a Criminal Court. It will be sufficient to announce in the case of any employee, whose removal has to be notified in accordance with the principle laid down in clause (3), that the Government has dispensed with his services, except in those cases in which the cause of dismissal constitutes a disqualification under the terms of the Law regulating the tenure of a particular appointment, and it is for this reason necessary to couple with the announcement of the dismissal a statement of the grounds upon which it has been ordered.

List of convictions and dismissals

636. In the begining of each quarter, as soon as copies of all punishment registers have been received from the officers concerned the Head of a Region should issue a circular for a general letter furnishing, a list of employees who were dismissed or convicted during the points in respect of each employees entered in it :—

(1) Name, caste and residence.

(2) Father's name.

(3) Appointment last held.

(4) Nature of offence committed and, in case of a conviction, the Section of the Law under which the conviction was obtained.

(5) Punishment inflicted.

637. Heads of other administrative Units should also issue quarterly a similar list in a general letter.

Removal on reduction of Establishment

638. Great care should be exercised with regard to removing an employee from the service of Government on the ground that his appointment is abolished on reduction of establishment. No Government servant should be discharged for such a reason until the reduction of establishment entailing the abolition of his post has been finally determined on, and has been actually ordered by a competent authority. The fact that propective changes are under consideration, and likely to be adopted which will involve a reduction of establishment, should not be used to justify the removal of an employee from his appointment.

Absence from duty

639. An applicant for leave is not ordinarily allowed to avail him self of it or to quit his office or his station until the leave is sanctioned and he has formally made over charge to the officer appointed to relieve him ; but in emergent cases such as severe illness, when he is unable to attend to his duties, he must at once send notice to the head of his office who way permit him to absent himself in anticipation of sanction, making at the same time such provisional arrangements for the discharge of the applicants duties as may be necessary. A report of the case should, where necessary, be immediately forwarded to the officer who has power to grant the leave. The applicant must, within three days from the date of his absence, submit a medical certification accordance with the procedure laid down in rule 229 of the Supplementary Rules of the compilation

of the Fundamental and Supplementary, Rules the Medical certificate should also definitely mention the date from which the applicant was unwell and unable to attend to his duties otherwise the leave applied for, it granted, should commence from the date of the medical certificate. If, however, a medical certificate dated within *three days* of absence is produced, it should be made to cover leave from the date of absence. Failing the production of such a certificate no pay can be passed to the applicant and he will be liable to be granted leave without pay. Owing to the necessity for carrying on the work, and in justice to the staff of the office on whom the extra work due to unforeseen absences must fall, it is obligatory on every member of the staff to report his non-attendance at once. In the case of a telegraphist a wireless or Telephone operator, Telecom Tech Radio, the report should be made at least prior to the commencement of the term of duty for which he is due and as much earlier as possible.

640. Absence from duty without proper sanction of leave is opposed to discipline and may be dealt with by the imposition of any of the recognised penalties. In ordinary cases of this kind the period of absence may be treated as leave without pay.

In passing orders it should be remembered that leave without pay or extraordinary leave effects service for increment and pension as laid down in *Fundamental Rule* 26 and Article 408 of the *Civil Service Regulations*.

Desertion

641. When an employee deserts, a show cause notice should be issued through leading newspapers thus affording facility to the deserter to explain his absence failing which appropriate penalty may be imposed on him by the authority, under Efficiency & Discipline Rules.

Incompetence

642. When an employee is reported to, or considered by his immediate superior to be incompetent, or disqualified from any cause for his duties, the latter must take measures to satisfy himself of the facts of the case and take necessary action if he is competent to deal with him or bring the matter to the notice of the competent authority for such action as the latter may deem fit. The report should contain a specific statement of the facts on which the opinion is founded.

643. While dealing with the case of an employee deemed incompetent his immediate superior must afford to him an opportunity to offer an explanation, and his explanation, or a statement to the effect that having been called upon, he has failed to give one, must be submitted to the competent authority with the report where he himself is not competent to deal with him.

644. *Deleted.*

645. *Deleted.*

646. Under orders of the Government of Pakistan no employees is, under any circumstances whatever, to be retained in active employment when he is physically or mentally unfit for the proper discharge of his duty. When a Government servant is in bad health and unable to perform his duties in satisfactory manner, it is his business to apply for and obtain leave. If he does not go on leave, and neglects his duty, the excuse, if put forward, that he was in bad health, will not be accepted.

647. In cases of incompetence, or when no moral blame is attached to the person removed, the expression Services dispensed with will the used instead of Dismissed.

Reduction

648. An official may be reduced to a lower post or time scale or to a lower stage in his time scale for misconduct or other serious fault. The authority ordering the reduction should comply with the provisions of rule 29 of the Fundamental Rules.

649. The powers of Heads of Regions and subordinate authorities to order the reduction of an employee will be found in the Schedule of Administrative powers in the Telegraph and Telephone Manual Volume-III.

650. *Deleted.*

651. *Cancelled.*

652. *Cancelled.*

653. *Cancelled.*

654. *Cancelled.*

Note.—An employee charged with incompetence may ; if necessary be made to undergo a written examination in the subjects with which he should be acquainted for the proper discharge of his duties. The rules regarding examination to test the ability of a telegraphist in teleprinter operation will be found in rule 341.

Attachment of pay by Courts of Law

655. Notices of order attaching the pay or allowances of gazetted and non-gazetted officers of the Department will be received from Civil Courts by the officers specified in column 2 of the following schedule :—

For judgement-debtors employed in Provinces of	Officer to whom notice should be sent
Lahore proper	General Manager, Lahore Telecommun tion Region, Lahore.
Punjab except Lahore	General Manager Central Telecommunication Region, Lahore.
Islamabad/Rawalpindi	General, Manager, Islamabad Telecommunication Region, Islamabad/General Manager Central Telecommunication Region.
Karachi Proper	General Manager, Karachi Telecommunication Region, Karachi General Manager Southern Telecommunication Region/General Manager Overseas Telecommunication Region.
Sindh except Karachi . ..	General Manager, Southern Telecommunication Region, Karachi.
Baluchistan Province	General Manager, Western Telecommunication Region, Quetta.
North Western Frontier Province	General Manager, Northern Telecommuniction Region, Peshawar and General Manager Training for Haripur Staff College.

When an order of attachment received (usually in duplicate) by once of the officers mentioned in the above schedhle relates to an official who does not be long to his own Region|Administrative unit, the order should be forwarded in original to the Head of the Region/Administrative unit in which the official is employed.

656. The Head of the Region receiving a prohibitory order either direct from the Court or through once of the officers mentioned in the Schedule in rule 655 should in the case of all employees other than the non-gazetted officials employed in his office whose pay is drawn in the Establishment pay bill and in respect of whom he is the disbursing officer, forwarded one copy of the order to the disbursing officer responsible for the payment of the pay and allowances of the judgement-debtor with a forwarding letter, which should contain the following details relating to the attachment :—

(1) Name and designation of the official whose salary has been attached ;

(2) Amount of monthly instalment ;

(3) Total amount to be recovered.

(4) Civil Suit No. and

(5) Name of plaintiff.

In the case of a judgment debtor for whom a confidential record or character-sheet is maintained, a copy of this letter should be sent to the supervising officer responsible for the maintenance of his confidential record or character-sheet in order to enable the office to note the attachment in the confidential record or character-sheet in accordance with the provisions of rule 78 or 81, as the case may be.

The duplicate copy of the prohibitory order duly acknowledged should in each case be returned to the court concerned.

Note :—The expression disbursing officer means :—

Disbursing Officers means :—

(1) Asstt. Dy. Director General (Admn-II) for all officers and officials in T&T Dte-General.

(2) Asstt. General Manager for all officers and officials in the Regional Office.

(3) Head of Administrative unit for all officers and officials in his office.

(4) Divisional Engineer incharge of a Division for all officers and officials in the Division.

(5) Head of Telegraph Office|Radio Office for all officers and officials in the Telegraph Office|Radio Office.

(6) Senior Accounts Officer|Accounts Officer for all officers and officials in his office.

(7) Superintendent Telegraph Workshop for all officers and officials in the Telegraph Workshop.

(8) Controller of Telegraph Stores for all officers and officials in his office and main Store Depot.

(9) Incharge Main Stores Depot for all officers and officials in the Branch Depot.

Note 2.—Although rule 48 of Order XXI, Civil Procedure Code, imposes an obligation upon the disbursing officer to remit to the court concerned the amount deducted under its prohibitery order from the Pay of a Government servants, it

does not necessarily follow that the remittance is to be made at Government expense. Accordingly the proper procedure in such a case is to remit to the court the amount realised under the attachment order less the remittance charges. The disbursing officer is not, however, entitled to deduct from the salary any thing in excess of the amount specified in the attachment order. The debtor will receive credit only for the net amount received by the court after the remittance charges have been deducted and not for the whole amount deducted from the pay.

Note 3.—In the case of an attachment order received against any officer of the Telegraph and Telephone Department, who prepares his own salary bill, the amount of the pay and allowances due to the officer should be drawn by the disbursing officer by means of a cheque drawn on the measury in his own favour and payment made to the officer concerned in cash after deducting the amount mentioned in the prohibitory order.

656-*A. Procedure or the recovery of the amount of court attachment against Telegraph and Telephone officer on leave abroad.*—(1) The Head of the Region/Administrative unit receiving an attachment order from a civil cour in Pakistan against an officer on leave abroad should forward it immediately to the Director Telegraph and Telephone Accounts, Lahore in order to enable him to specify the total amount of the attachment order and the amount on that account recoverable monthly, in the original or the amended Foreign leave salary certificate, so that the disbursing authority in the Foreign Country may make corresponding reductions in the monthly bills of leave salary presented to him by the officer concerned for payment. The fact of having done so should be communicated simulteneously by the Director Telegraph and Telephone Accounts, Lahore to the Head of the Region|Administrative unit.

(2) In the case of non-gazetted officers, the attachment order shall be returned to the Head of the Region|Administrative unit who shall direct the departmental disbursing officer who was responsible for the payment of the pay and allowances of the judgement-debtor before recoverable monthly in compliance with the attachment order and remit the amount to the court concerned. The bill should not, however, be drawn before the 10th of the month following that to which the portion of the leave salary attached relates. The Head of the Region|Administrative unit should keep a strict watch to see that all such attachment orders are promptly and regularly carried out.

(3) As regards the attachements against gazetted officers, the Director Telegraph and Telephone Accounts, Lahore will be responsible for drawing the amount recoverable monthly in compliance with the attachment order and for its remittance to the court concerned. He will draw a bill for the attached portion of the leave salary not earlier than the 10th of the month following that to which the leave salary relates and remit by a money order amount to be remitted to court less the money order commission due for its remittance. The money order receipt will be pasted on the bill.

(4) The allocation of the portion of the leave salary drawn in Pakistan will be the same as that of the leave salary as indicated in the leave abroad salary certificate.

(5) No recoveries of income-tax and super-tax will be made from the bills to be drawn in Pakistan *vide* paragraphs (2) and (3) as such recoveries will continue to be made wholly from the portion of the leave salary to be paid abroad.

(6) In order to ensure that the portion of leave salary required to be drawn in Pakistan for compliance with an attachment order under the procedure described above is not paid for any period beyond which it is due owing to death or any other cause the ambassador for Pakistan will intimate to the local Government any such event by cable and on receipt of such information by the Director Telegraph and Telephone Accounts, Lahore the fact will, in the case of gazetted officers be reported by him direct to the court concerned stating inability to effect any further recoveries in compliance with the attachment order, otherwise to the Head of the Region|Administrative unit concerned in the case of non-gazetted officers for issuing necessary intimation to the departmental disbursing officer referred to in sub-paragraph (2) as well as to the court concerned.

657. The Head of the Region|Administrative unit (working directly under D. G. T&T) should maintain a register in which all attachment orders received by him should be entered and through which the recoveries should be watched. The register should show, in respect of each order, the name and designation of the judgement debtor, the name of the court which issued the attachment order and also the following particulars :—

(1) No. and date of the courts order.

(2) No. of suit.

(3) Name of Plaintiff.

(4) Amount of attachment order.

(5) Initials of the Head of the Region|Administrative unit.

(6) Amount recovered each month.

(7) Date of recovery.

(8) Initials of the Head of the Region.

(9) No. and date of advice of remittance to court.

(10) Date of payment to court.

(11) Initials of the Head of the Region.

Columns (1) to (5) only should be filled up in respect of attachment orders received against employees, other than those non-gazetted officials Administrative unit employed in the office of the Head of the Region whose pay is drawn the Establishment pay bill, at the time the attachment orders are forwarded to the disbursing officers concerned, the remaining columns except *column S (which* need not be filled up in such cases) being filled up on receipt of the monthly statements of recoveries referred to in rule 61.

658. On receipt of an order attaching the pay or allowance of an employee, the disbursing officer should enter it in a register through which the recoveries should be watched. The register should show, in respect of each order, the particulars mentioned in the preceding rule except that in place of the initials of the Head of the Region, those of the disbursing officer should be entered.

659. Omitted (relates Post Office).

660. In the event of an employee, whose pay is under attachment, being transferred to the account jurisdiction of the another disbursing officer, an extract from the attachment register showing the balance of the claim remaining unrecovered should be sent at one-to the letter officer attached to the last-pay certificate of the transferred employee, officer and intimation of this action should be sent to the Head of the Region. The disbursing officer receiving the extract should then make the necessary entries in the attachment register maintained in his office and cause further recoveries to be made regularly until the entire outstanding has been liquidated. If an attachement order against an employee is received after he has been transferred to the account jurisdiction of another disbursing officer, it should be forwarded at once for necessary action to the latter officer, this fact being intimated simultaneously to the Head of the Region| Administrative unit.

661. Every disbursing officer concerned should submit to the Head of the Region Administrative unit so as to reach him not letter than the 10th of each month, a monthly statement in form Pa. 32, showing all recoveries made during the preceding month. On receipt of this statement the particulars regarding the recoveries should be entered in the register maintained by the Head of the Region| Administrative unit.

662. Amounts recovered from the pay of judgement debtors and paid in the courts concerned should not be brought into the accounts, but should only be recorded in acquittance rolls or pay bills in the case of gazetted officers and non-gazetted officers who prepare their own pay bills. Receipts granted by courts for sums paid to them should be carefully filed with the attachment register.

Exception.—If the judgement debtor does not sign the acquittance roll and wilfully allows his pay to remain undisbursed or if, when the judgment debtor is a gazetted or *quasi*-gazetted officer, he does not prepare his pay bill and draw his pay regularly in order to evade payment on account of the attachment order issued by a Court of Law, the disbursing officer or, in the case of gazetted and *quasi*-gazetted officers, the Head of the Region|Administrative unit will be at

liberty to draw the pay of the judgment-debtor in satisfaction of the attachment order subject to the restrictions in the rule 64 and remit the amount to the court concerned. The amount of the pay drawn should be charged to accounts, the particulars of the attachment order being cited in the acquittance roll or the pay bill, as the case may be, as an authority for the charge and the court's receipt for the amount should be filed with the attachment register.

663. If an order of attachment against an employee is received before a previous order of attachment against an employee has been fully complied with. The former order should be returned to the court by which it was issued with a statement showing :—

(1) Particulars of the existing attachment,

(2) Particulars of the amounts with held and paid into the court concerned up to date, and

(3) Amount remaining un-recovered.

When such action is taken by a disbursing officer, an intimation should be sent to the Head of the Region|Administrative unit.

Note 1.—The Head of the Region/Administrative unit is responsible for compliance with attachment orders issued against all employees employed in the Region|Administrative unit and should take steps to ensure such orders being prompty and regularly carried out by the officials concerned.

Note. 2.—The disbursing officers are personally responsible for the prompt and complete recovery of the amounts of attachment orders. Any amount nor recovered by these officials wilfully or through neglect will be realised from them if recovery from the judgement debtor cannot be effected.

664. The extent to which the emoluments of a Government servants are exempt from attachment for debt is laid down in Section 60 (1) of the Code of Civil Procedure, 1908, as amended by the Code of Civil Procedure (Second Amendment) Act, 1937 and further modified by the Government of India (Adaptation of Indian Laws) Order, 1937 and the Government of India (Adaptation of Indian Laws) Supplementary Order, 1937 as adopted in Pakistan the following is an extract of the relevant provisions of the Section :—

" 60 (1) The following property is liable to attachment and sale in execution of a decree.....

Provided that the following particulars shall not be liable to such attachment sale..... ; namely :—

(i) salary to the extent of the first hundred rupees and one-half the remainder :—

Provided that where such salary is the salary of a servant of the State or servant of a railway or local authority, and the whole or any part of the portion of such salary liable to attachment has been

under attachment, whether continuously or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of a further period of twelve months, and, where such attachment has been made in execution of one and the same decree, shall be finally execution of that decree ;

(k) all compulsory deposits and other sume in or derived from any fund to which the Provident Fund Acts 1925 for the time being applied in so far as they are declared by the said Act not to be liable to attachment ;

(1) any allowance forming part of the emoluments of any servant of the State or of any servant of a railway or local authority which the appropriate Government may by notification in the official Gazette declare to be exempt from attachment, and any subsistance grant or allowance made to any such servant while under suspension ;

(o) any allowance declared by any Pakistan Law to be exempt from liability to attachment or sale in execution of a decree.

Explanation 1.—The particulars mentioned in clause (i) (1) and (O) are exempt from attachment or sale whether before or after they are actually payable and in the case of salary other than salary of a servant of the State or a servant of railway or local authority the attachable portion thereof is exempt from attachment until it is actually payable.

Explanation 2.—In clause (i) " salary " means the total monthly emoluments, excluding any allowance declared exempt from attachment under the provisions of clause (1), derived by a person from his employment whether on duty or on leave.

Explanation 3.—In clause (1) " appropriate Government " means.

(i) as respects any person in the service of the Central Government or any servant of a cantonment authority or of the Port authority of major port, the Central Government ;

(ii) as respect any other servant of the State or a servant of any railway or of any other local authority, the Provincial Government.

1. The maximum amount attachable by a Civil is calculated on the amount earned and not on what remains after satisfying any debts due to Government on account of advances taken under rules.

2. Subscriptions to funds recognised by Government instalments in repayment of advances from the General Provident Fund and recoveries of income-tax, deductions for which appear in the pay bills. should be excluded from the aggregate amount for the purpose of attachment by Civil Court.

Note 2.—Cases may occur in which the judgment debter does not sign the acquittance roll and intentionally allows his pay to remain undisbursed, or the judgment debter, being gazetted officer not being a gazetted officer but being permitted to draw his pay on a separate pay bill, may refrain from preparing his pay bill and drawing his pay regularly in order to evade payment on account of an attachment order issued by a Court of Law. In such circumstances the head of the office or, in the case of a gazetted officer or of an officer treated in this respect like a gazetted officer, the Administrative Officer of the Department concerned may draw the pay of the judgment debter in satisfaction of the attachment order subject to the prescribed restrictions and remit the amount to the court concerned. The amount drawn should be charged in the accounts, the particulars of the attachment order being cited in the acquittance roll or the pay bill, as the case may be, as an authority for the charge and the courts receipt for the amount should be filed with the attachment register.

Note. 3.—The procedure laid down in this rule shall have effect only in respect of proceedings arising out of suits instituted on or after the 15th August, 1947.

Note. 4.—*Deleted.*

Note. 5.—The following allowances payable to any Public concern in the service of the Federal Government shall be exempt from attachment by order of a Court namely :—

(1) All kinds of travelling allowances.

(2) All kinds of conveyance allowances.

(3) All allowances granted for meeting the cost of
  (a) uniforms, and
  (b) rations.

(4) All allowance granted as compensation for higher cost of living localities considered by Government to be expensive localities including hill stations.

(5) All house rent allowances.

(6) All allowances granted to provide relief against the increase in the cost living caused by conditions.

665. *Deleted.*

Permission required to leave station, duty or office.

666. No employee of the Department is authorised to leave his station without the specific permission of his immediate superior.

667. During his term of duty no employee may leave his duty or office without the permission of his immediate superior.

Note. Deleted.

Confidential record of performance of officials of the Department.

668. A continuous record of the performance of all permanent whole-time servants of the Department, except those whose pay and allowances are treated as a contingent charges, will be maintained confidentially, in the prescribed form of (1) confidential report in respect of gazetted officers in Basic Scale 16 and above (b) confidential records (in the prescribed form S 121 B, C, F) in respect of the non-gazetted staff in the office of the Director General and (in form app. 9) in office of the Heads of Regions and in other administrative offices, that is General Manager Training, General Manager Central Telecomm. Research Laboratories and (i) Director Telegraph Stores and Workshops, Karachi (ii) Director T & T Accounts Lahore (iii) Director Telecom. Staff College (iv) Director Developments working directly under D.G. T&T (c) confidential record (Form App. 11) in respect of the non-gazetted staff in the Telegraph and Telephone office, Accounts Offices including Divisional Offices (d) character sheets (Form App. 10) in respect of the employees in Basic Scale 1 & 2.

(2) It it very important both in the interests of officiency of the service and in the interests of the official concerned that the opinion of the officer maintaining a character-sheets, or the confidential record or the confidential report should be given with the greatest care so that the work, conduct, character, and capabilities of the official concerned may be accurately judged from the recorded opinion. Officers recording remarks must realise the importance of these entries as their own competency will be judged partly from the confidential remarks they record about officials working under them.

(3) Reports should be rendered without reference to Previous reports by other reporting officers and neither reporting nor Counter-signing officer should pass to another any notes or copies of his reports which he may have made.

(4) Although the reporting officers should write the confidential reports initially without reference to the previous reports to facilitate unbiassed judgment, they may afterwards consult previous reports, particularly to ensure whether any additional comments are required on points previously reported on.

(5) The following points may be kept in view when Confidential Reports are written :—

(a) The period under review should be clearly stated.

(b) If the report mentions a remediable fault, which is to be or has been communicated, this should always be stated.

(c) The remarks, if written in hand, should be written very legibly.

(d) The initials name and designation of the reporting officer and of the countersigning officer being clearly written in Block Letters or type under the signature and dates on which the report is signed and countersigned being clearly shown.

(e) If the report mentions an apparently remediable fault, which has not been communicated, the highest authority handling the report should be asked by a note, whether are not this should be done.

(f) Special entry regarding fitness of the gazetted Government servants for continued retention in service will be made three years before he is due to complete 25 years.

(g) The reporting officer should indicate in the Pen Picture of an officer's ACR whether his manner and style of dress etc., is ostentatious or foppish to the point of being objectionable.

(6) A. Following may be filed in the character rolls of an officer :—

(i) Letter of appreciation from the Government for special job outside the ordinary function of the officer.

(ii) Letter of commendation in recognition of meritorious work or commendable efficiency.

(iii) Remarks recorded by a Minister/Senior officer in appreciation of the work of an officer on his character.

(iv) An idea presented by the officer and accepted by the Idea Award Committee, should be recorded in the character roll.

(v) Annual medical reports (in separate folder).

B. Entries should be made in respect of any honoraria/award received by an officer, and a copy of the citation placed on it.

C. One copy of the nomination forms, under the Central Employees Benevolent Fund and Group Insurance Act-1969, duly signed by the Head of the office should be placed in the C.R.|Service Book of the gazetted|non-gazetted employee, one copy to be sent to the Director Regional Board, and one copy to be returned to the employee.

D. Photographs of all offiecrs should be affixed at page 2 of respective character roll folders (both the copies) irrespective of their rank and status and these should be replaced after every ten years.

(7) *Annual Medical Examination Reports.*—Every officer in the employ of the Federal Government should be medically examined every year and the report of such examination be recorded in the annual confidential reports/service record of the officer.

The officers will be placed in the following categories on the basis of their medical fitness :—

(*i*) Category A	.. ..	An officer who has not been definitely disabled on account of a serious defect.
(*ii*) Category B	.. ..	An officer who suffered from serious defect which has disabled him partially but permanently, provided he is fit to perform certain types of duties, such as sedentary duties.
(*iii*) Category C	.. ..	An officer who is completely incapacitated.

(8) *A. C. Rs. not a condition of service.*—The writing of annual confidential reports is not a term and condition of service of the civil servants and is, therefore, a matter outside the jurisdiction of the Service Tribunal which is limited to terms and conditions of service.

(9) *Writing of more than one reports on an officer for the same period.*—There is no harm in having two reports on an officer for the same period when he has perfomed two different and independent jobs.

CONFIDENTIAL REPORTS

669. The officers, indicated in column 2 of the sub-joined table, should, in the first week of January of each year, submit to the Head of the Region concerned or the Director-General as the case may be confidential reports on the work and conduct of officers of the classes mentioned in column 1 :—

Column 1	Column 2
Classes of officers to be reported on.	Officers required to submit reports.
1. Officers in Basic Scale 19.	Officers in Basic Scale 20 or above under whom they are working.
2. Officers in Basic Scale 18.	Officers in Basic Scale 19 or above under whom they are working.
3. Officers in Basic Scale 16 and 17.	Officers in Basic Scale 18 or above under whom they are working.

670. The Head of a Region|Administrative Unit, the General Manager training Islamabad, the General Manager, Central Telecommunication Research Laboratories Islamabad, the Director T & T Accounts Lahore and the Director Telegraph Stores & Workshops will by the mid-January of each year, submit to the Director-General confidential reports on the work and conduct of all gazetted officers in Basic Scale 16 and above who worked under him during the year.

Note.—officers who have officiated during the year for at least three months in any of the appointments specified in rules 669 and 670 should also be reported on.

670-A. Confidential reports on officers of the Department in Basic Scale 17 and above are submitted by the Director-General to the Establishment Division Government of Pakistan according to the following schedule.

1. Officer of Basic Scale 20 and above 31st January.
2. Officer in Basic Scale 19 ... ... 28th February.
3. Officer in Basic Scale 18 & 17 31st March.

671. A separate file of confidential reports in the prescribed form (S-121A) will be maintained for each officer, and special cases of good service, or misconduct with particulars of any rewards or punishments, and cases or attachment of pay will be recorded therein as they occur. When any particular case is

referred to in any entry, or when an entry is made under the orders of a higher authority, the file mark of the case or the number and date of the order must invariably be cited. In addition to such occasional entries a brief opinion must be recorded annually at the close of each calendar year in the prescribed forms regarding personal qualities standard of performance, dealings with others, potential growth and his suitability to special posts according to individual aptitude. When an officer, who is required to submit confidential reports, or the officer to be reported on, is transferred or deputed for a period of more than 3 months, the reporting officer should record his opinion about the work and conduct of the officer or officers concerned, provided that a period of 3 months has elapsed since the last report or reports were written up.

672. Confidential reports will be prepared in duplicate, one copy will be retained as the office copy by the officer preparing it and the duplicate copy will be forwarded to the authority indicated in rules 669 and 670 above. The office copy of the confidential report will form the confidential personal file of each officer concerned, and will be kept in the personal custody of the officer required to maintain it. It will be handed over to his successor in office when he transfers charge of his office.

When an officer is transferred or deputed elsewhere for more than three months, his confidential record should be transferred confidentially to the officer by whom it will then have to be maintained. If the document is to be sent by post, it must be sent in a cover marked " confidential " by registered post.

673. As a general rule, in no case should an officer be kept in ignorance for any length of time that his superiors after sufficient experience of his work are disatisfied with him. In cases where a warning might eradicate a particular fault, the advantages of prompt communication are obvious and should be used. Where criticism is to be with held the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back. When a report is built up on the individual opinions of reporting and counter signing officer it is only the opinion as accepted by the latter which shall be communicated. Remarks in cases in which a head of department or countersigning officer suspends judgement should not be communicated. The reporting officer should specifically state in an adverse entry whether the defact mentioned has already been communicated to the official concerned on any previous occasion. Only those defects need be pointed out which can be remedied, since it would serve no useful purpose to communicate a remark on lack of ability or intelligence great attention should be paid to the manner and menthod of communication in order to ensure that the advice given and the warning or censure administered, whether orally or in writing shall having regard to the compartment of the officer concerned, be most beneficial to him. The above procedure governs reports of a periodical nature and does not apply to reports specially called for.

The adverse remarks in the confidential reports on officers in Basic Scale-16 which are, under the above instructions, to be communicated should be communicated to the officers concerned by the officers mentioned in rule 670 above

at the time the remarks are recorded. This fact should be specifically mentioned in the confidential report when it is submitted to the Director-General. No remarks made by the Head of a Region/Administrative Unit on officers in Basic Scale-17 and above are to be communicated by him. The Director General will decide whether they should be communicated and, if so, in what form.

The effect of the communication of adverse entries should be carefully watched and the reporting officer should, when drawing up a report in the next year, state whether the officer reported on has or has not taken steps to remedly defects to which his attention has been drawn in previous year. Such remarks should also be communicated to him, so that he may know that his efforts to improve have not passed un-noticed. The method of communication in either case should be the same. Detailed instructions for filling and maintaining the Confidential Report Form (S. 121A) are given in Appendix 38-A.

CONFIDENTIAL RECORDS

674. Confidential records will be maintained in respect of all non-gazetted employees working in the office of the Director-General in the prescribed form S. 121B, C, E & F, and in form Appendix 9 in offices of the Head of Regions General Manager Training, General Manager Central Telecommunication Research Laboratories and in other administrative offices, that is, offices of the Director Telegraph Stores & Workshops, Director Telegraph & Telephone Accounts, Director Development working direct under Director General T & T, and the Confidential records in form Appendix II will be maintained in respect of all non-gazetted employees working in Telegraph & Telephone offices including divisional offices. The officers who are required to maintain the confidential records, and the classes of officials in respect of whom they are to be maintained are shown in the subjoined table. Subject to the classification given in the table, the Head of a Region or the administrative officer or General Manager as the case may be, will decide in the case of each officer will maintain the character sheets and for whom.

Classes of Officials.	Offices where the officials are employed.	Officers who are competent to maintain confidential records in respect of the officials who work directly under them.
1. Superintendent.	In the office of the Director-General.	Branch Officer.
2. Ministerial Staff of a Section	Do.	Seperintendent in-charge of the section.
3. Stenographer.	Do.	The officer to whom he is attached.
4. Office superintendents.	In Regional office.	Assistant General Manager.
5. Omitted (As it relates Post Office.)		
6. Accountants.	In the office of Accounts officers, Telephone Revenue, (ii) Telegraph Stores, (iii) Senior Accounts Officer International Telecommunication ACC II :	Accounts officers in the respective office.

Classes of officials	Offices where the officials are employed.	Officers who are competent to maintain confidential records in respect of the officials who work directly under them.
7. Divisional Accountants	In Engineering Divisions.	Director Telegraph and Telephone Accounts.
8. *Deleted.*	—	—
9. Foremen	In Telegraph Workshops.	Superintendent of Telegraph workshops.
10. Assistant Foremen.	In Telegraph workshops.	Assistant Superintendent of Telegraph workshops.
11. Examiners		
12. Instrument Testers.		
13. Engineering Supervisors.	In Engineering Divisions and Sub-Divisions, Telephone Exchanges, Telegraph offices/ Radio offices/Telex/Carrier/ Wireless/Microwave/Satellite Stations.	Head of Division or Sub-division or head of exchange of not lower rank than Assistant Divisional Engineer or Assistant Engineer.
14. *Deleted.*		
15. *Deleted.*		
16. Telegraph Masters.	Telegraph offices in the charge of a Superintendent. In other telegraph offices.	Head of office or Superintendent Telegraph.
17. Telegraphists/Teleprinter Operator.	In telegraph office in the charge of a Superintendent. In other telegraph offices.	Head of office or Superintendent. Superintendent Telegraph Traffic.
18. *Deleted.*		
19. Ministerial staff in administrative offices.	(a) In the offices of General Manager.	(a) Assistant Geneal Manager
	(b) Director Telegraph Stores and Workshops.	(b) Assistant Director (Admn) or Assistant General Manager.
	(c) Director T & T Accounts Lahore.	(c) Accounts Officer.
	(d) Director Development working directly under D.G. T & T.	(d) Assistant Director.
19-A Ministerial staff in other offices.	(e) Controller of Telegraph Stores.	(e) Controller of Telegraph Stores.
	(f) Superintendent Telegraph workshops.	(f) Assistant Superintendent.

Classes of officials.	Offices where the officials are employed.	Officers who are competent to maintain confidential records in respect of the officials who work directly under them.
20. Ministerial staff in Traffic Branch.	(a) In talegraph offices in the charge of a Superintendent.	(a) Head of office or Superintendent Telegraphs.
	(b) In other telegraph offices.	(b) Snperintendent Telegraph
Ministerial staff in Engineering Divisons.	(a) In the office of the Divisional Engineer.	(a) Head of office.
	(b) In the office of the Sub-divisional officer, Telegraph/Telephone/Cable and Assistant Divisional Engineer and Asstt: Engineers.	(b) Head of office.
	(c) In radio stations in the charge of an Assistant Engineer.	(c) Head of radio station.
	(d) In other radio stations.	(d) Divisional Engineer.
21. *Deleted.*		
22. *Deleted.*		
23. Telecom Technician.	In Engineering Divisions and Sub-divisions, telephone exchanges/ Telex/Gentex exchanges Carrier & wireless/Microwave Satellite stations.	Officers of not lower rank than Assistant Divisional Engineer/Assistant Engineers.
24. Telephone operators.		
25. Building overseers.	In Engineering Divisions.	Divisional Engineer.
26. Engine Drivers, carpenters, motor drivers and allied posts.	In Engineering Divisions and Sub-divisions, telephone exchanges, telegraph offices/Telex/ Gentex exchanges.	Officers not below the rank of Assistant Engineer, Superintendent Telegraph.
27. *Deleted.*		
28. *Omitted* (as it relates Post Office).		
29. 30. 31. 32. *Omitted* (as relates Post Office).		
33. Linemen.	In Engineering Divisions and Sub-divisions, telephone exchanges & telegraph offices.	Officers of not lower rank than engineering of electrical supervisors.
34. Outdoor Sircars.	In Telegraph Workshops and Stores.	Assistant Superintendent of Telegraph workshops or Controller of Telegraph Stores.
35. Inspectors of Naib Quasids and allied posts.	In telegraph Offices	Head of the Office.
36. Conservancy Inspectors and allied posts.		
37. *Deleted.*		
38. *Deleted.*		

675. The confidential records will consist of a bundle of loose sheets for each employee, one sheet being written up a time, and fresh sheet being added on to the bundle as time goes.

676. In respect of each employee in Basic Scale 15 and below one sheet must be written up annually in the first week of January regarding his general work conduct and character. In addition to the annual entry, special cases of good service, or misconduct with particulars of any rewards or punishments, and cases of attachment of pay will be recorded therein as they occur. When any particular case is referred to in any entry, or when an entry is made under the orders of a higher authority the file mark of the case or the number and date of the order must invariably be cited. A fresh sheet should also be written up, when the officer maintaining the confidential records or the official whose confidential records are maintained, is transferred of deputed elsewhere for a period of more than three months, provided that a period of three months has elapsed since the last sheet was written up.

677. The confidential records will be kept in the personal custody of the officer required to maintain them and will be handed over to his successor in office when he transfers charge of his office. Whenever it is necessary to send them by post, they must be enclosed in a confidential cover and registered. When an official is transferred or deputed for more than three months, his confidential records should be forwarded direct to the officer by whom they are to be maintained.

678. When an adverse remark is made in the confidential records regarding an official's performance, it must be communicated to him at once by the officer making it. Any improvements noticed in respect of the defects brought to his notice should also be recorded and communicated at the time the subsequent confidential records is written. The adverse remarks to be communicated should be prepared in duplicate, one copy to be signed and returned by the official to be kept in his confidential record. In case where an official prefers a appeal against the adverse remarks and his appeal is upheld be recorded in his confidential records. Detailed instruction for filling and maintaining the confidential records are give in Appendix in 38-B.

CHARACTER SHEETS

679. Character Sheets in form Appendix 10 will be maintained in respect of all employees in Basic Scale 1 & 2. The officers who are required to maintain character sheets employees in Basic Scale 1 & 2 in respect whom they are to be maintained are shown in the sub-joined table.

Classes of official	Offices where the officials are employed.	Officers who are competent to maintain the character sheets.
Employees in Basic Scale 1&2	1. Office of the Director General.	Assistant Director (Admn.)
	2. Offices of the General Managers.	Assistant Director (Admn.

Classes of Official.	Offices where the officials are employed.	Officers who are competent to maintain the character sheets.
employees in Basic Scale 1&2.	3. Office, of the Director Telegraph Stores & Workshop, Karachi.	Assistant Director (Admn.)
	4. Office of the Director T&T Accounts Lahore.	Accounts Officer.
	5. Office of the Director Telecomm: Staff College, Haripur.	Assistant Director.
	6. Offices of the Directors Development working directly under Director General Telegraph & Telephone.	Head Clerk/Accountant.
	7. Offices of the Divisional engineers.	Selection Grade Head Clerk or Accountant.
	8. Offices of the Chief Superintendents/Radio Traffic Officer, Central Telegraph offices/Central Radio office.	Do.
	9. Offices of the Controller of Telegraph Stores Karachi/Lahore.	Head Assistant or Head, Clerk in Selection Grade.
	10. Office of the Superintendent, Telegraph Workshop, Kotri.	Head Clerk in Selection Grade.
	11. Offices of the Senior Accounts, Officers Telephone Revenue.	Senior Accountant.
	12. Office of the Senior Accounts Officers, International Telecomm: Accounts, Karachi.	Senior Accountant.
	13. Office of the Senior Accounts Officer, Telegraph Stores & workshop Karachi.	Senior Accountant.
	14. Office of the Accounts Officers, Telephone Revenue.	Senior Accountant.
	15. Offices of the Superintendents Incharge of Departmental Telegraph Offices.	Selection Grade Head Clerk.
	16. Sub-Divisional, Offices/Assistant Divisional Engineer/ Assistant Engineer.	Officers himself.
	17. Small Telegraph Offices.	Telegraph master or the Telegraphist Telephone Operator incharge.
	18. Small Exchanges.	Incharge of the Exchange.

680. A separate character sheet will be maintained for each employee in Basic scale & 2 and a brief opinion must be recorded once a year in the first week of January regarding the performance the employee concerned. In addition to the annual entry, special cases of good service or misconduct with particulars of any rewards or punishments and cases of attachment of pay will be recorded therein as they occur. When any particular case is referred to in any entry or when an entry is madt under the orders of a higher authority, the file mark of the cast or the number and date of the order must invarrably be cited. The character sheet will be kept in the personal custody of the officer required to maintain it and will be handed over to his successor in officer when he transfers charge of his office. Character sheets must always be kept Unfolded. Where ever it is, necessary to send them by post, they must be sent unfolded and enclosed in a confidential cover and registered. When an official is transferred or deputed elsewhere for more than three months, his character sheet should be forwarded direct to the officer by whome it is to be maintained.

A fresh remark should be made in the character sheet, when the officer maintaining it or, the official whose character, sheet is maintained is transferred or deputed elsewhere for a period of more than three months, provided that a period of three months has elapsed since the first remark was made.

681. When an adverse remark is made in the character sheet regarding an official's performance, it must be communicated to him at once by the officer making it.

The adverse remarks to be communicated should be prepared in duplicate, one copy to be signed and returned by the official to be kept in the character sheet. In case where an official prefers a petition against the adverse remarks and his petition is upheld, either wholly or partially, particulars of the orders passed thereon should be recorded in his character sheet.

"Any improvement notice in respect of the defects brought to his notice should also be recorded and communicated at the time the subsequent remarks are written". Detailed Instruction for filling the character Roll are given in Appendix-38 B.

GRANTING OF CERTIFICATES

682. Certificates of good service or laudatory letters to employees who are or have been serving in the Department should not ordinarily be given. In really special cases such certificates may be given to employees who have earned them by specially good work, but copies of the certificates together with the reasons for granting them should be recorded in the office of the officer by whom they are granted. These certificates may be entered at the end of the recipient's service book only with the consent of the Director General.

683. When an employee leaves the Department, a certificate in the following form may be given to him by the officer to whom he was directly subordinate, *i.e.*, a Head of Region, Head of Training Region, Head of Central Telecommunication Research laboratories, Director holding independent charge of administrative

unit. A Divisional Engineer, a gazetted officer of the Engineering Branch holding inlepended charge of a Sub-Division, the Controller of Telegraph Stores, Karachi and Lahore, the Superintendent of Telegraph Workshop, Kotri, or a Chief Superintendent/Superintendent in charge of a departmental telegraph office, Radio Traffic Officer/Assistant Radio Traffic Officer, Senior Accounts Officer/Accounts Officer, Telephone Revenue, as the case may be :—

Certified that Mr.....was employed in this Department as a.....from.....to..... that he leaves*.....and that his conduct has been..... His personal description is as follows :—

1. Height.....
2. Personal marks for identification.....

.....(Signature).

.....(Designation).

Anonymous and pseudonymous communications

684. Anonymous communications must invariably be destroyed by their recipient. No action of any kind is to be taken on them and no notice of any kind is to be taken of their contents. If a communication is found to be pseudonymous, it (and any previous notes, etc. connected with it) must similarly be destoryed. There is no exception to this rule.

Complaints from and against departmental officials

685. With the exception laid down in the preceding rule, every complaint by or against any employee in the Department must be received and enquired into by his superior officer, unless the complaint had been previously found guilty of making groundless or vexatious charges.

Irregular additions to income

686. No employee in the Department may, in any circumstances, have a personal pecuniary interest directly or indirectly, in the construction of any telegraph line or departmental building, or performance of any departmental work, or in the manufacture, supply or sale of materials.

687. As the practice of allowing employees to receive fees and commissions would be detrimental to the public service, no one in the service of Government is allowed to receive fees or commissions, except under the circumstances mentioned in rules 46 to 48 of the Fundamental Rules and rules 11 and 12 of the Supplementary Rules. Every employees in the service is bound to report to his departmental superior every infringment of this rule which may come to his knowledge.

687-A. No employee may act as an arbitrator in any case which is likely to come before him in any shape by virtue or any executive post which he may be holding.

*Reasons for his connection with the Department ceasing are to be given here.

†Give description from "service book' or "service roll"

687-B. An employee called upon by a Court of Law to act as a commission to give evidence on technical matters may comply with the request, provided that the case is not of such nature as will be likely to come before him in the course of his official duties, and may accept such fees as are fixed by the court.

688. *Deleted.*

689. The testing of lighting conductor and granting of certificates of efficiency in respect of the same must ever be undertaken by any member of the Department without the Director General's prior sanction which will not ordinarily be given.

Bidding at a Sale of auction

690. No employees of the Department having any duties to perform in connection with any sale or auction of Government property, shall either directly or indirectly, bid for, acquire or attempt to acquire any interest in the property sold.

Government servants' conduct rules

691. The rules and orders of Government regulating the conduct of public servants in respect to borrowing money, receipt of complimentary addresses and other matters are reproduced in full in Appendix No. 20A to this Volume.

Money transaction with subordinates and contractors

692. Private money transactions between officials of the Department and specially between superiors and inferiors, are strictly forbidden. No officer or other person holding a responsible charge is permitted to borrow money form any person who is or may be placed under his orders or to request person so placed to subscribe for any object in which he is interested. No member or the Department is permitted to borrow or receive money from any contractor or dealer with whom the Department has, or may have, dealings. When any such transaction of the part of an official comes to the knowledge of his superior officer, the latter should report the case to the Head of the Region|Administrative Unit who will exercise his discretion in disposing of the matter.

Insolvency and habitual indebitedness

693. The rules regarding the insolvency and habitual indebtedness of public servants and the removal form the public service of employees who resort to the Insolvency Court are laid down in rule 17 of the Government Servants Conduct Rules 1964 *vide* Appendix 20A.

694. Any employee of the Department who engages in money transactions of a descreditable nature, or allows himself to fall into a hopless state of indebtedness, or voluntarily contracts is arrested for debt, or who has resort to the Insolvency Court for the purpose of declaring himself an insolvent, will *ipso-facto* render himself liable to disciplinary action under E & D Rules 1973. Necessary proceeding will, without delay, be drawn up against him by the head of the office of the authority immediately superior to the official concerned, who

will be asked to show immediate cause why he should not be dismissed in a short leave vacancies, to any position of trust in which may have access to or handle each or valuables.

695. It will be for the employee in fault to show any exceptional circumstances which would *justify less severe sanction*; for instance, that the embarrassments have been result of unforeseen misfortunes, or of circumtances over which he could exercise no control, and have not proceeded from dissipated and extravagent habits. It is no valid excuse for hopeless in debtedness to show that it has been caused by standing security for others, the plea which is frequently put forward in such cases. An employee having resort to the Insolvency Court must report the fact of his insolvency without delay to his immediate superior.

696. Cases where half the pay of a Government servant is constantly being attached for debt, or has been continuously under attachment for more than two years, or is attached for a sum which, under ordinary circumstances, it will require more than two years, to repay, have been declared by the Government of Pakistan to constitute such a state or indebtedness as to render undesirable that the debtor should be retained in the public service. In such cases it is the duty of the head of the office or the authority immediately superior to the official concerned to obtained a full schedule of the latter's debts and to draw up a report dealing specially with the following points :—

(1) What proportion the debts bear to the pay and to what extent they detract from the debtors efficiency as a public servant.

(2) Whether the debtor's a position is irretrievable, and

(3) Whether it is desirable to retain him in the particular post he occupies or in any position under Government.

697. The proceedings referred to in rules 94 and 96 should be submitted for orders or the appropriate punishing authority through the usual official channel. In case the authority immediately superior to the insolvent or indebted officer is himself the appropriate punishing authority, the proceedings should be disposed or by him.

Issue of orders

698. No order that are in any way likely to lead to dispute must ever be issued verbally; they should always be in writing.

Publication of misleading information

699. Whenever any employee of the Department makes misleading or untrue testtaments relating to the Department by publication in a newspaper, in a public speech or in any other public manner, he should at once be called upon by the officer under whome he is serving for an explanation. The case should then be reported to the Head of the Region/Administrative unit who should order a thorough investigation. A full report should be submitted to the Director General.

700. No employee may publish, without the previous sanction of superior authority, any documents, papers, or information, of which he may have

become possessed in his official capacity. This rule applied equally to documents which are printed as well as to those which are manuscript.

Note :—The Director General may sanction the publication by telegraph employees in the Journal of the Asiatic Society or other scientific periodical, or newspapers connected with their official duties, which may contain professional of scientific matter of general interest.

Attending committees etc.

701. No departmental employee is to attend any station by or other committee without reporting the fact and sending a copy of the proceeding to the Head of the Region/Administrative unit or the Director General, as the case may be.

702. It must be thoroughly understood that it is the duty of every employee, when at a station where he can receive instruction on any point necessary for the practical execution of his professional duties, to seek that instruction himself.

Responsibility

703. " Where owing to the negligence of a departmental employees or its agent including an extra Departmental agent or through the omission on his part to observe any rule as provided in the different volumes of the Telegraph and Telephone Manual, the department is put to a loss of Government money or property or has to make good the loss of any money or property or where the department loses money by embazzlement or fraud of any of its employees, etc., any member of the staff or any agent who may his negligence, default, or disregard of the rules, has caused the loss or has contributed part as the competent authority may decide ".

Censure

704. *Cancelled.*

705. Negligence not leading to serious results or not in itself deserving of punishment by any of the other methods, may be punished by censure which will be communicated in waiting to the person at fault and recorded in his character sheet. Promotion may be with held from officials who have been censured for bad work.

706. *Cancelled.*

Punishment register

707. Each of the following Officers|Officials must keep a punishment register in form APP. 32 containing particulars of punishments imposed by him, and, if he is directly subordinate to the Head of the Region|Administrative Unit, the punishments inflicted on employees under his control by the :—

1. Controller of Telegraph Stores.
2. Superintendent Telegraph Workshop, Kotri.
3. Senior Accounts Officer/Accounts Officer holding independent office.

vide D.G. T&T Islamabad, O.M. S. 45-76/78 dated 27-10-1979.

4. *Divisional Engineers*, Sub-Divisional Officers, Telegraphs|Telephone, Assistant Divisional Engineer|Assistant Engineer Wireless|*Electrical*| Carrier|Telephone|TOR|Trunks|Radio Officer PBX|Coaxial|NWD STD|Development Area Installation Engineer|Area Maintenance Engineer.

5. Heads of Departmental Telegraph Offices Radio Offices.

6. Officer-in-charge of Wireless stations.

The register should shown the names, designations, and pay of the employees punished, the nature of their offences, and the penalties imposed, E.G. dismissal, reduction to a lower post, etc. The punishments against each employee should be entered together, one after another, when more than one imposed on each man.

Note :—Particulars of all suspensions should be entered in the punishment register, separately from the entires of punishments under a manuscript heading "Suspension", the date of suspension being shown in the column headed Punishment awarded. All pending cases of suspension should re-entered in red ink and the new cases occurring in any month entered next in black ink. As soon as a case is disposed of, the manner of disposal should be shown against the entry for the month and in the succeeding month it should be omitted.

708. A copy of the register in form App. 32 (a), showing particulars of the punishments inflicted during the previous month and all pending cases of suspensions should be forwarded (i) on the 5th of each month to the Divisional Engineer as the case may be, such of the official mentioned above as are subordinate to him and (2) on the 10th of each month to the Head of the Region/ Administrative Unit directly under Director General by all other officials concerned. In the latter copies particulars of all dismissals or removal from service and suspension (if any) shown in the statements received from subordinate officials should be included, particulars of other punishments being excluded unless the Head of a region has specially ordered their inclusion.

708-A. *Deleted.*

709. *Cancelled.*

(Referred to in rule)

CONFIDENTIAL

Annexure A

CHARGE SHEET

WHEREAS you Mr.———————————————————————
(Name designation & Grade)

———————————————————————did such and such thing on such date or at such and such times :—

AND WHEREAS you———————————————————————

———————————————————————

———————————————————————

———————————————————————

AND WHEREAS from the facts and circumstances it appears that you are *prima-facie* guilty of .....

NOW, THEREFORE, you the said Mr.———————————————————————

———————————————————————are
(Name)

hereby directed to show cause within (7 to 14) days of the receipt of this charge-sheet why————(hanely to be accordingly to Government Servants (D&D Rules, 1973) should not be imposed upon you on the ground of misconduct in/efficiency/ corruption stating at the same time whether you desire to be heard in persons and adduce any evidence (or witnesses) in you defence. A statement of allegations and circumstances which are proposed to be taken into consideration against you, is appended herewith.

Vide D.G. T&T Islamabad, O.M. No. S 45-76/78 dated 27-10-1979.

Mr.....

(Name and designation)

.....has been appointed Inquiry Officer under Government Servants (E&D) Rules, 1973 to conduct the proceedings against you.

In case no written reply is received within the specified time limit prescribed herein, the case will be decided *ex-parte*.

Signature of the
Authorised Officer.

To

Mr.....
(Name)
(Designation)

No.

Two copies of the charge-sheet together with statement of allegations are forwarded to the .....with the request that the original copy of the charge-sheet together with statement of allegations after being delivered to the accused official|duplicate copy officer and his acknowledgement obtained upon the duplicate copy may be sent to this office for further necessary action. The written reply when received should be sent to the Inquiry Officer under intimation to his office.

2. Mr.....
(Name and designation of the Inquiry Officer)

3. P/File of the Official/Officer concerned.

Signature of the
forwarding Officer.

(Referred to in rule)

CONFIDENTIAL

Annexure B

SHOW CAUSE NOTICE

WHEREAS you Mr.....
(Name, designation and grade)

.....did such and such things such and such date or at such and such time :—

AND WHEREAS you Mr.....
(Name)

.....

.....

.....

.....

AND WHEREAS from the facts and circumstance it is found that you are *prima facie* quilty of.....

NOW, THEREFORE, you the said Mr.....
(Name)

.....are hereby directed to show cause within fourteen days of the receipt of this notice, why the penalty of.....should not be imposed upon you on the ground of.....

In case no written reply is received within the time limit prescribed herein, the case will be decided *ex-parte*.

Signature of the
authorised officer.

Strike out what is not applicable.

To

Mr.....

.....

.....

No.

Islamabad, dated the 198 .

Two copies of the show notice are forwarded to the..... with the request that the original copy of the show cause Notice be delivered to the accused official/Officer and his acknowledgement obtained upon the duplicate copy. The duplicate may be returned to this office for further necessary action.

2. Personal file of the official/officer concerned.

Signature of the forwarding officer.

(Referred to in rule)

Annexure C

PUNISHMENT ORDER

Mr.....was proceeded with under
(Name, designation and grade)

Government Servants (Efficiency & Discipline) Rules, 1973. He was served with a Charge-sheet and inquiry instituted.

The authority|authorised officer, having gone through the Written defence of Mr.....report of Inquiry officer *Inquiry Committee, and the record of personal hearing held on (date) and (recommendation of the authorised officer) has been pleased to order for the +(such and such penalty) under Government Servants (E & D) Rules, 1973. The period of suspension (i) intact (ii) duty under FR 54 (a) (iii) leave due under FR 54(b).

To

Mr......

.....

.....

Signature of Communicating officer.

*Strike out what is not applicable

+to impose the penalty of.....

to exonorate him by giving benefit if doubt or let off with a warning.

(Referred to in rule)

Annexure D

No. **Dated**

PUNISHMENT ORDER

Mr..... was proceeded against under
(Name, designation and grade)

Government Servants (Efficiency and Discipline) Rules, 1973. He was served with a Show Cause Notice under this office Memo. No..... dated.

The written defence of the aforesaid* official/*Officer has been found unsatisfactory, the authority is pleased to impose (such and such penalty) under Government Servants (E&D) Rules, 1973.

Signature of Communicating officer.

To

Mr......

.....

.....

*Strike out what is not applicable.

No. **Dated**

Copy to :

1. The
2. P.F. of the officer/official concerned.

Signature of endorsing officer.

(Referred to in rule)

MOST IMMEDIATE

CONFIDENTIAL

Annexure E

NOTICE FOR APPEARANCE BEFORE THE INQUIRY OFFICER

No. *Dated the*

To,

Mr.....

.....

.....

SUB :—DISCIPLINARY CASE AGAINST MR.....

.....

The disciplinary case cited as Subject would be taken up for hearing on.....(onward) at.....hrs. in the office of.....
(date)
you are requested to please direct the accused Official/Officer Mr ....to attend the proceedings accordingly and to produce his defence evidence. The departmental representative may please be nominatd to assist the Inquiry Officer in the Inquiry.

Signature of the Inquiry Officer.

(Referred to in rule)

CONFIDENTIAL

FORWARDING LETTER FOR THE REPORT OF INQUIRY OFFICER

Annexure F.

dated the 198 .

No.

SUB :—DISCIPLINARY CASE AGAINST MR.....

.....

The final Inquiry Report in duplicate and other documents indicated below, in the above cited case, are sent herewith for further necessary action.

Please acknowledge receipt.

Enclosures :—

1. Inquiry report.....Pages.
2. Other documents (exhibited).
3. Order Sheets evidence.....Pages.
4. Written reply of the accused Officer/Officials.

Signature of the Inquiry Officer.

To

The.....by name).

.....

.....

(Referred to in rule)

Annexure G

No. Dated

INQUIRY REPORT

1. Brief history of case
2. Facts as available in the documents placed before the Inquiry Officer.
3. Statement/examination of witnesses/accused cross examine.
4. Conclusion and findings.

APPEALS

710. An appeal is one, which is preferred to the appropriate appellate authority against any of the penalties specified in rule 4 of the Efficiency and Discipline Rules, 1973 imposed on the Government servant by an authority, and against an order passed by an authority which.

(a) alters to his disadvantage his condition of service, pay, allowance or pension ; or

(b) interprets to his disadvantage the provisions of any rules whereby his conditions of service, pay, allowances or pension are regulated ; or

(c) reduces or withholds the maximum pension, including and additional pension, admissible to him under the rules governing pensions ; or

(d) terminates his employment or gives notice of such termination, otherwise than—

(i) on his reaching the age superannuation ; or

(ii) in accordance with the provisions of the Civil Servants Act, 1973 (LXXI of 1973).

Provided that person appointed by the President shall have no right to appeal from an order passed by the President, but he may apply for review of the order :

Provided further that no appeal or review shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

A civil servant appointed by the President may appeal to the President from an order passed by an authority sub-ordinate to the President.

The procedure regarding submission and disposal of appeals is laid down in rules 5, 6, 7, 8 (1), (2), (3), of Appeal Rules 1977 which are reproduced in Appendix 37 to this book.

711. (1) Any appeals or copy thereof which is sent direct to the Director-General or to any subordinate authority, instead of through the proper channel, will be filed, no notice of any kind being taken of it.

(2) In one class of case only may an exception be made to this rule. It occassionally happens that an aggrieved official complains that he can get no reply at all to an appeal submitted in the proper manner. In such a case a reminders should be sent to the proper authority. If no reply is still forthcoming, after a reasonable time has been allowed for it, this fact may be reported direct to a higher authority, copy being sent invariably through the official channel. If such a case as this comes to the notice of the Director General

or the Head of a Region his attention will be directed to the alleged failure of the proper authority to deal with the case and to ensuring that the procedure laid down should be followed maticulously rather than to the merits of the case in itself.

712. The officer by whom an appeal is received from onward transmission should forward it, if it is in order, to the appelate authority, accompanied by a report giving :—

(i) (a) the appelant's name, designation, service and pay, and

(b) a statement of the facts of the case, and to the report should be appended the undermentioned documents if the appeal is against any penalty imposed under E&D Rules :

(c) A copy of the memorandum of charges given to the appellant before he was punished, other with a copy of his explanation or defence. If, for any reason, no memorandum of charges was given to the appellant or if his explanation or defence was not obtained, the reasons should be fully reported to the appellate authority.

(d) A copy of the original order of punishment.

(e) Character sheet, service book and service roll, if necessary, of the appelant if he was an official respecting whom this record is required to be maintained.

(f) If an appeal, or any of the documents accompanying or sent with it, is in language, an English translation of the documents should be appended.

(ii) and in other cases, copies of the original oredr and representation and any other relevant office memorandum.

713. It is open to the appellate authority to uphold or modify the orders appealed against, and also to enhance, on appeal, the punishment awarded by the punishing authority. In every case the appellate authority should pass written orders on the appeal and the orders should be communicated, through the officer from whom the appeal was received, to the appellant. The Communication to the appellant should be sent under a registered cover with acknowledgement due and the acknowledgment should, on receipt, be forwarded to the appellant authorty for record in his office. If the appellant authority decides, on appeal, to reverse an order of dismissal or removal from service he may declare that the past service of the reinstated officer shall count, otherwise dismissal or removal from service involve forfeiture of previous service.

714. A representation against an order passed by an appellate authority in respect of matters relating to penalties, which is addressed to the Director General or to any authority subordinate to him, may be withheld by the authority immediately below the authority to whom it is addressed.

Note :—The punishing authority cannot revise its original punishment orders either on reconsideration or on discovery of some flow in the disciplinary procedure, after the Original orders have been passed and before an appeal preferred against those orders.

Petitions and representations

715. Any representation which is not an appeal within the meaning of rule 110 above, should be designated as a petition if addressed to the President and as a representation if addressed to any other authority. A representation when not made against a decision on a previous communication, should be addressed to the authority competent to pass orders on the subject-matter and should be submitted through the proper channel. Instructions regarding submission of petitions are contained in rule 723A.

716. Every employee wishing to submit a representation must do so separately, and the representation can be made only in respect of matters in which he has a personal interest. Joint representations are inadmissible, but there is no objection to an identical representations being made by more than one employee, provided the circumstances and conditions of the case as represented in the representation apply personally to each individual employee by whom it is submitted. Representations must not contain any irrelevant matter, they should be clear and concise and couched in respectful language and end with a specific prayer. Whenever practicable, they should be written in English.

716 (2). The Civil Servants (Appeal) Rules, 1977, as well as Section 22 of the Civil Servant Act, 1973, envisage only one representation from the Government servant in respect of a particular departmental order by which he is aggrieved. One an appeal or representation is rejected by the competent authority, the Government servant can go to the Service Tribunal.

716 (3). In order to provide a bar to exercise of representations being submitted in the same matter. Each representation/appeal etc. Including the first appeal/representation made by a Government servants should be accompanied by the proforma appended to this chapter duly completed by the Government servant making the representation appeal. *vide* annexure of

717. A representation to a higher authority when made against the decision of next lower authority, must be accompanied by a copy of the order against which it is made, and must be submitted through the officer by whom the order was passed (whether original or on representation) and addressed to the next higher appellate authority. For instance, are presentation against an order originally passed by an officer in Basic Scale 17/16 must, in the first instance, be submitted through him, be accompanied by a copy of his order, and be addressed to the Divisional Engineer or Head of Office in Basic Scale 18. A representation against an order originally passed by a Divisional Engineer, Telegraphs or an officer in charge or a departmental telegraph officer or wireless

(1) Establishment Division O.M. No. 1/43/78-D 11. dated the 27th November, 1978.

stations. Must in the first instance be submitted through him, be accompanied by a copy of his order, and be addressed to the Head of the Region|Administrative unit. Similarly a representation against an original order passed by Head of Region|Administrative unit must in the first instance be submitted through him, be accompanied by a copy his order and be submitted to the Director General.

718. *Deleted.*

718 (A). 1. The instructions in rule 711 (1) and (2) above apply also to representations addressed to the Director General or to the authorities subordinate to him.

(2) In the case or memorials addressed to the Government of Pakistan. No copies of such memorials should be forwarded by the memorialists direct to those authorities.

Note :—These rules apply also to representations and applications addressed to the Director-General by persons who have left the Department, or whose services have been dispensed with, or who have been dismissed. All such communications must be submitted through the Head of the Region|Administrative unit under whom the persons were last employed.

718-B. The officer by whom a representation is received for onward transmission should forward it to the authority addressed with a report giving a full statement of the case and a definite recommendation in respect of the prayer or prayers contained therein—Relevant documents (copies or in original) should also accompany the forwarding report. If a representation or any of the documents accompanying or sent with it is in any language other than english and urdu, and english translation of the document should be appended.

718.-C. No representation lies to a higher authority except against the order of the next lower authority in cases in which the latter authority is competent to pass orders on the subject matter of the representation. For instance, in the illustration given in the preceding rule 717 a representation against the orders of an officer in Basic Scale 16/17 does not lie to the Head of the Region/Administrative unit and in such cases the representation will be withheld by the Divisional Engineer or Head of office in Basic Scale 18, or an office in charge of a departmental telegraph office or wireless station, does not lie to the Director-General and in such cases the representation to the Director General will be withheld by the Head of the Region|Administrative unit. A representation against the orders of any other authority directly subordinate to the Director-General *viz.*, the Director Telegraph Stores and Workshops, etc., should however be made to the Director-General.

718-D. Representations to the Head of a Region/Administrative unit appealing against the order of a Divisional Engineer or Head of office in Basic Scale 18, or the head of a departmental telegraph office or wireless station,

and representations to a Divisional Engineer or Head of office in Basic Scale 18, appealing against the order of a subordinate officer are liable to be rejected without investigation if they are submitted more than 30 days after the date of communication to the official making the representation of the order appealed against.

Note.—The period of 30, days should count after the date on which the official making the representation was informed of the original orders of the authority concerne. and not the subsequent orders, if any, passed on a representation for re-consideration.

718-E. No auhority below the rank of the Head of a Region/Administrative unit may with-held a representation addressed to a higher authority unless it relates to a subject on which the lower authority is competent to pass orders and no previous application for redress has been made to him. Whenever a representation is withheld under this rule, the fact that it has been withheld and the reason for withholding it must be communicated by the officer concerned to the official making the representation as well as to the authority to whom the representation was addressed. The fact that a representation contains irrelevant matter, or that it is wanting in clearness, precision or respect or that it is otherwise open to exception, are points to which the attention of the appeallate authority to whom it is addressed may be drawn by the authority submitting it, but they do not constitute grounds on which the latter may withhold and return the representation to the official making the representation.

Representations to the Director-General

719. The instructions in the preceding rules apply also to representations addressed to the Director-General.

720. The Head of a Region/Administrative unit or any other authority directly subordinate to the Director General is, however, vested with discretionary power to withheld representation to the Director-General in the following cases; and whenever this power is exercised, the fact and the reason for it should be communicated to the Director General and to the official making the representation :—

(a) In the case of a transfer ordered in the interest of service or the refusal of an application for a transfer including exchanges of stations at the expense of the officials concerned.

Note :—The mere fact of transfer to which every official is liable as a condition of his service cannot, in ordinary circumstance, be made a ground of appeal to the Head of the Department, but a representation lies to the Director General intervals and who makes this the ground of his appeal.

(b) In the case of candidate for employment in the Department, alearner under training, a temporary or acting.

official or a probationer, whom the Head of Region/Administrative unit or any authority subordinate to him is competent to appoint and who is removed from the Department as having proved himself unfit for permanent employment.

Note.—This does not include cases in which any of the officials mentioned above is discharged or dismissed or account of some specific offence, whether proved or suspected, *e.g.* participation in fraud.

(c) In the case of voluntary unconditional resignation of his appointment by an officer.

(d) In case a representation is illegible or uninte Highible, or contains language which in the opinion of the Head of the Region or any other authority directly subordinate to the Director General, is disrespectful or improper.

(e) in case a previous representation has been disposal of by the Director General and a fresh one is submitted disclosing no new facts or circumstances affording ground for reconsideration of the orders already passed.

(f) In case a representation relates to a subject on which the Head of the Region of any other authority directly subordinate to the Director General, is competent to pass orders and no previous application for redress has been made to him.

(g) In case a representation to the Director General against the order of the Head of or any other authority directly subordinate to the Director-General is not submitted within 30 days after the date on which the official making the representation was informed of the order appealed against, and no reasonable cause is shown for the delay.

Note.—The period of 30 days should count after date on which the official making the representation was informed of the original orders of authority concerned and not he subsequent orders, if any, passed on a representation for reconsideration.

(h) In the case of a representation protesting against the act of withholding a previous representation.

(i) In the case of an application :

(i) for employment in Government service not made in pursuance of any rule or announcement regarding applications for such employment, or

(ii) for exemption from the provisions of any rule or order prescribing the qualifications to be possessed by persons for appointment in the service of Government.

721. The Head of a Region or any other authority directly subordinate to the Director General will forward quarterly to the Director General a list of representations withheld under rules 720.

Representations for the Secretary, Minister of Communications Minister Comunications

722. (1) Representations may be submitted by employees of the Department in their own behalf to the Secretary to the Government of Pakistan in the Ministry of Communication through the Director General. Every such representation shall be authenticated by the signature of the officer making the representation and be complete, in itself, containing all material facts relating to the matter represented, and, where it is against the recorded order of an authority, be also accompanied by a copy of the order. It shall be couched in clear and respectful language and shall end with a specific prayer. The representation shall be submitted through the immediate superior of the officer making the representation.

(2) The Director General may, at his discretion, withhold a representation when :—

(a) it does not comply in full with the provisions of sub-para (1) above.

(b) it is illegible or unintelligible or contains language which is in the opinion of the Director-General disloyal, disrespect, full or improper.

(c) it has been submitted after lapse of a period of 30 days from the date of receipt of the order represented against and no satisfactory explanation of the delay is given.

(d) a previous representation the same subject has been disposed of by the Secretary, Ministry of Communications and no new facts have been disclosed to warrant a reconsideration of the subject.

(e) it is a representation against a decision which is declared to be final by any law or statutory rule or against which the officer making the representation has exercised or possesses a right of appeal according to his conditions of service or terms of contract.

(f) it relates to a subject on which the Director-General is competent to pass orders and no application for redress has been made to him.

(g) It is a representation against the withholding of a representation by the Director-General.

(h) it is an application for employment in Government service not made in pursuance of any rule or announcement made in this behalf, or its seeks exemption from the provisions of any rule or order prescribing qualifications to be possessed by persons for appointment in the service of Government or.

(i) it relates to the discharge of a candidate for employment, a learner under training, a temporary or acting official, or a probationer, whom

the Director General or an authority subordinate to him is competent to appoint and who is discharged as having proved himself unfit for permanent employment.

(3) The Director General shall, when he withholds a representation infrom the officer making the representation of the withholding and the reasons therefore.

(4) The Director General shall submit to the Secretary, Ministry of Communications every quarter a statement showing brief particulars of the representations withheld by him during the quarter and the reasons therefor.

(5) Unless a representation is withheld by the Director General under paragraph (2) above, it shall be submitted by him with his recommendation to the Secretary to the Ministry of Communications.

(6) These instructions shall also regulate the receipt, transmission and withholding of representations addressed to the Minister, Communications.

Note.—The term secretary in the above instruction includes Joint Secretary.

723. Petitions to the President.

N.B.—These instructions will apply only to petitions from persons who are purely outsiders.

PART I

1. *Definitions.*—For the purpose of these instructions :—

"Petitions" includes memorials, letters applications of the nature of petitions.

2. *Scope of Instructions.*—These instructions shall apply, so far as may be, to all petitions addressed to the President relating to matters to which his executive authority extends excepting :—

(i) Petitions submitted by, or on behalf of persons sentenced by a court of law to death or to any other punishment.

(ii) Petitions submitted by, or on behalf of persons who are or have been in the service of the State in respect of matters arising out of such service or in respect of the termination of such service, and

(iii) Petitions relating to bills pending before the National Assembly of Pakistan.

PART II

PRELIMINARY

FORM AND MANNER OF SUBMISSION OF PETITIONS

3. Form of petition :—

(a) A petition may be either typewritten or printed ;

(b) Every petition shall be authenticated by the signature of the petitioner, or when the petitioners are numerous, by the signatures of one or more of them ;

(c) Every petition shall be written in English or in Urdu, in the latter case shall be accompanied by translation in English, duly authenticated as provided in clause (b). The supporting documents shall be in the language of the original, and when such language is not English, shall be accompanied by a translation in English duly authenticated as provided above.

4. *Contents of petitions.*—Every petitions shall—

(a) be complete in itself ;

(b) contain all material statements and arguments relied upon by the petitioner ;

(c) If any recorded order of a public authority is complained against, be accompanied by a copy of the order and a copy of the order in the case passed by the sub-ordinate authority ; and

(d) end with a specific prayer.

5, *Method of submission.*—Every petitions shall be submitted :—

(a) If it relates to a matter directly administered by the Federal Government, though the Head of the Department concerned ;

(b) if it emanated from Baluchistan or the Capital of the Federation through the Chief Commissioner or the Administrator as the case may be ;

(c) if it emanated from a Province, through the Government of the Province ;

(d) in any other csae through the Ministry of Interior ; and shall be accompanied by a latter requesting the authority concerned to submit the petition to the President.

PART III

WITHHOLDING OF PETITIONS BY SUBORDINATE OF AUTHORITIES

6. Circumstances in which petition may be withheld. The petitions received by any authority under sub-instructions (a), (b), (c) or (d) of Instructions 5 may, if it is an authority specified in the schedule appended to these instructions be withheld by that authority, when—

(a) the petitioner has not complied in full with the provision of Part II of these instructions;

(b) the petition is illegible or unintelligible or contains language which in the opinion of the authority is disloyal, dis-respectful or improper;

(c) a previous petition from the petitioner on the same subject has been disposed of by the President and the petition, in the opinion of the authority, discloses no new facts or circumstances which afford grounds for reconsideration of the subject; the petition is a representation against a decision which is declared to be final by any law or statutory rule;

(d) the petition is a representation against a decision which is declared to be final by any law or statutory rule;

(e) the law provides a different or specific remedy in respect of the subject-matter of the petition whether or not any period of limitation prescribed for the purposes of such remedy has expired;

(f) the petition is in effect an appeal from a judicial decision;

(g) the petition is a mere application for relief, pecuniary or other, which is;

(i) presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character; or

(h) (ii) so belated that its consideration is clearly impossible;

(i) the petition makes a proposal regarding legislation which the authority is not prepared to support:

(i) the petition is a representation against the action of a private individual or of a body of private individuals regarding the private relations of the petitioner or such individual or body;

(j) the petition relates to a matter in which the petitioner has no direct personal interest.

(k) the petition relates to a subject on which the authority is competent to pass orders and no application for redress has been made by the petitioner to that authority.

(l) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation of the delay is given or

(m) the petition is a representation against a failure to exercise a discretion vested in the Governor-General or any other authority.

7. *Petitioner to be informed when petition is withheld.*—When a petition is withheld under Instructions 6 the authority shall inform the petitioner of the withholding and the reasons therefor.

8. *List of petitions withheld.*—The authorities mentioned in the schedule appended to these instructions shall send a quarterly return in the months of January April, July and October to the Secretary to the specifying all petitions withheld under Instructions 6 and reasons for withholding them.

PART IV

TRANSMISSION OF PETITIONS BY SUBORDINATE AUTHORITIES

9. Procedure for Transmission :—

(a) The authorities referred to in clauses (a) (b), (c), and (d) of Instructions 5 shall ordinarily within one month of receipt of the petition, transmit to the Governor-General all petitions not withheld under Instructions 6 together with a concise statement of facts, material thereto and an expression of the opinion of the authority concerned thereon.

(b) Whenever the petition or any document accompanying in English, such authority shall examine the accompanying translation, and report any defects, and where defects are numerous, may add its own translation, while transmitting the petition.

LIST OF SUBORDINATE AUTHORITIES WHO MAY WITHHOLD PETITIONS SCHEDULE

[*See* Instruction (6)]

1. All Heads of Departments directly administered the Central Government including :—

(a) The Commander-in-Ceif, Pakistan Army.

(b) The Flag-Officer Commanding, Pakistan Navy.

(c) The Air Commander, Pakistan Air Force.

2. All Provincial Governments.

3. The Chief Commissioner, Baluchistan.

4. The Chief Commissioner Karachi.

723-A. INSTRUCTIONS FOR THE SUBMISSION RECEIPT AND TRANSMISSION OF PETITIONS (ON SERVICE MATTERS) TO BE PRESIDENT.

PART I.—PRELIMINARY

1. **Definitions.**—In these instructions :—

(1) Provincial Government includes the authorities mentioned in the Schedule to these instructions and

(2) Petition includes memorials letters and applications of the nature of petitions.

2. **Scope of Instructions.**—(1) Save as hereinafter provided, these instructions shall apply so far as may be, to all petitions addressed to the President by persons who are or have been members of All Pakistan Service or of a Civil service of the Centre or who hold or have held, a civil post in connection with the affairs of the Centre or a civil post where appointment is made by or with the approval of the President, in respect of matters arising out of such employment.

(2) Notwithstanding anything contained in clause (1) these instructions shall not apply to persons who are or have been civilian employees in the Defence Services, nor shall they affect any rule or orders made by competent authority in respect of representations submitted by recognised accosiations of Government servants.

PART II.—FORMS AND MANNER OF SUBMISSION OF PETITIONS

3. Form of petition—

(1) A petition may be either in typescript or in print.

(2) Every petition shall be authenticated by the signature of the petitioner, and submitted by the Petitioner in his own behalf.

(3) Every petition, and the document accompanying it, shall in English or accompanied, by a translation into English.

4. **Contents of Petition.**—Every petition shall—

(1) contain all material statements and arguments relied upon by the petitioner.

(2) be complete in itself.

(3) it any recorded order of the a public authority is complained against be accompanied by a copy of the order and by a copy of any order in that case passed by a subordinate authority and

(4) end with a specific prayer.

5. **Method of submission.**—(1) Every petition shall be submitted through—

(a) the Provincial Government mentioned in the Schedule in respect of the petitioner or ;

(b) if no Provincial Government is mentioned in the Schedule in respect of the petitioner, the Provincial Government of the Province in which the petition is or has last been residing or employed, and shall be accompanied by a letter requesting the Provincial Government to transmit the petition to the President.

(2) If there is no Provincial Government within the meaning of clause (1) the petition shall be submitted to the President direct.

6. (1) Every, petition shall be submitted through the superiors under whom the petitioner is serving or if he has left the service, under whom he last served before leaving.

(2) The superiors, on receipt of any petition submitted through them in accordance with clause (1) shall forward the petition through the proper official channel to the authority provided in paragraph 5.

PART III.—WITHHOLDING OF PETITIONS BY THE PROVINCIAL GOVERNMENTS.

7. **Circumstances in which petitions may be withheld.**—The Provincial Government may at discretion withhold a petition when :—

(1) the petitioner has not complied in full with the provisions of Part II of these instructions.

(2) the petition is illegible or unintelligible or contained language which is, in the opinon of the Provincial Government disloyal disrespectful or improper.

(3) a previous petition from the petitioner on the same subject has been disposed of by the President and the petitioner, in the opinion of the Provincial Government discloses no new facts or circumstances which afford grounds for a reconsideration of the subject.

(4) the petition is a representation against a decision which is declared to be final by any law or statutory rule.

(5) the petition is :—

(a) an application for employment in Government service not made in pursuance of any rule or announcement regarding applications for such employment or

(b) a request for exemption from the provisions of any law of rule prescribing qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment

(6) the petition relates to a subject on which the Provincial Government is competent to pass orders, and no application for redress has been made to the Provincial Government by the petitioner.

(7) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation of the delay is given.

(8) the petition is a representation against a failure to exercise a discretion vested in the Provincial Government :

Provided that no petition which is a representation against such failure and it submitted by an officer appointed by the President or by an Officer appointed substantively to a listed post shall be with held :—

(9) the petition is are presentation against the discharge of a person—

(a) appointed on probation during such probation.

(b) appointed, otherwise than under contract, to hold a temporary appointment, or the expiration of the period of such appointment or

(c) engaged under contract in accordance with the terms of such contract :

(10) the petition is a representation against the reduction to a lower post of a person promoted to a post on probation, during such probation.

(11) the petition is a representation against an order :—

(a) from which the petitioner has exercised, or possesses a right of appeal under :—

(i) Rules or orders regulating his conditions of service of.

(ii) the terms of his contract of service.

(b) passed by the any authority in the exercise of appellate or revisional powers conferred by any rule or order regulating his conditions of service or by any terms of his contract of service such as is referred to in sub-clause (a) or

(c) from which, not being an order of punishment passed by the President on an officer appointed by the President, an appeal is expressly barred by any rule, order or contract such as is referred to in sub-clause (a).

(12) the petition is a representation relating to :—

(a) the application of—

(i) rules or orders made by the President or.

(ii) the terms of the contract of service of the petitioner or.

(b) an order of the Provincial Government refusing to grant or to recommend—

(i) a special pension.

(ii) a compassionate pension or.

(iii) any pecuniary or other concession to which the petitioner is not entitled under any law or statutory rule :

"Provided that no petition which is a representation relating to the application of the rules, orders or terms of the contract of service referred to in sub-clause (a) or to an order referred to in sub-clause (b), and is submitted by an officer appointed by the President or by an officer appointed substantivery to a listed post, shall be withheld :—

(13) the petition is submitted otherwise than in accordance with any rule order or contract such as is referred to in sub-clause (a) of clause (11) with regard to the prospective alaim of the petitioner to pension ;

(14) the petition is a representation against the withholding of the petition by an authority competent to do so ;

(15) the petition is submitted by a member of an All-Pakistan Service serving in connection with the affairs of a Province, against the orders of the Provincial Governor in matters relating to transfer, promotion etc. on which he is competent to pass orders.

(16) after examination, in consultation with the ( ) the Law Division and or the Ministry of Finance, where necesary, it is unanimously agreed between the Ministry|Division etc. in Provincial Governments and the Establishment Secretary that prayer is not covered by the existing rules instructions.

(17) The petition is a representation relating to the expunction of adverse remarks in the Confidential Report of the person concerned.

8. **Petitioner to be informed when petition is withheld.**—The Provincial Government shall, when it withholds a petition under paragraph 7 inform the petitioner of the withholding and the reason therefor.

9. **List of petitions withheld.**—(1) The Provincial Government shall send a quarterly return to the President in the months of January, April, July and October each year, specifying, all petitions from officers serving under, or under the rule making control of the authority or an authority subordinate thereto withheld under paragraph 7 and the reasons for withheld them.

(2) The President may call for any petition specified in the quarterly return mentioned in clause (1) together with full facts of and all the papers relevant to the case to which the petition relates.

PART IV.—TRANSMISSION OF PETITIONS BY THE PROVINCIAL GOVERNMENT

10. *Procedure for Transmssion.*—The Provincial Governmen shall transmit within two months of receipt all petitions not withheld under paragraph 7 together with a consise statement of facts materials thereto, to the Cabinet Secretariate (Establishment Division) Government of Pakistan, The Provincial Governments shall also express its opinion on the petition while transmitting it, unless there are special reasons to the countary. If in any case the Provincial Government is unable to transmit the petitions with the specified period a report to that effect, with reasons for the delay and an esimate of any further time required shall be forthwith submitted to the Cabinet Secretariate (Establishment Division) Government of Pakistan.

11. Submission to the President When a petition in transmitted in accordance with paragraph 10 the Cabinet Secretariate (Establishment Division), Government of Pakistan, shall submit the petitions and other papers received therewith together with an expression of its own opinion on the petition, to the President for orders.

12. Notwithstanding anything contained in paragraph 11, if the Provincial Government while transmitting a petition in accordance with paragraph 10 recommends its acceptance and the Cabinet Secretariate (Establishment Division). Government of Pakistan, agrees that the petition should be accepted, that Secretariat shall return the petition to the Provincial Government's for issue of an order in accordance with its own and the Provincial Government's agreed opinion.

SCHEDULE LIST OF AUTHORITIES INCLUDED IN THE TERM PROVINCIAL GOVERNMENT

[*See* paragraph 1 (1)]

1. The Provincial Governments.

2. Secretaries of Ministries/Divisions under the Government of Pakistan, or Joint Secretary where there is no Secretary.

3. Heads of departments of the status of Secretary to the Government of Pakistan in respect of the non-gazetted staff working under their administrative control.

Authority Notification No. S. R. O. 313 (K)/67 dated the 27th July, 1967. Endorsement No. 12/3/57. F-1 dated the 27th July, 1967.

724.
724A. } *Deleted.*
724B.

PROFORMA

1. Name of the Ministry/Department/ Office.

2. Name of the applicant.

3. Designation and grade of the applicant.

4. Number and date of the order against which aggrieved.

5. Brief subject matter of the order giving rise to the applicant's grievances.

6. date on which the first appeal/application for review of representation was field. ⎧Appeal—Application for review Representation.⎫ in red ink.

7. Particular authority to which the first appeal, application for review or representation mentioned in column 6 was addressed.

8. Wheather any reply to the appeal review application or presentation mentioned in column 6 has been received. If some indicate date of reply.

9. Number of appeals, review, applications, or representations submitted subsequent to the one mentioned in column 6 and the dates on which these were submitted. ⎧Appeal—Application for review Representation.⎫

10. Authority to which the appeals, review applications or representations mentioned in column 9 were submitted.

11. Whether any reply to appeal, application for review or representation mentioned in column 9 was received. If so, indicate the date or dates.

12. Date of present appeal/review application/representation.

Note.—This proforma should be put to the Secretary/Head of the Department every month till the appeal/representation is disposed of. Each time this proforma is put up, reasons for delay should invariably be given for information of the Secretary/Head of the Department.

APPENDICES

(201-202)

APPENDIX No. 1

(Referred to in Note 1 below rule 182).

RULES GOVERNMENT RECURIMENT TO THE TELEGRAPH ENGINEERING SERVICES

CLASS I

Rules Dated 29th November, 1949

PART I

Method of Recruitment

1. These Rules may be called the Telegraph Engineering Service, Class-I Recruitments.

(a) For the purposes of the Rules :—

(a) Government means the Governor-General.

(b) The Commission means the Pakistan Public Service Commission.

(c) The Service means the Telegraph Engineering Service Class-I.

(d) Schedule Castes means any of the Castes mentioned in the Government of India (Scheduled Castes) refer order 1936.

3. The Service shall be recruited by the following methods.

(i) By competitive examination held in Pakistan in accordance with Part II of these rules :—

(ii) By promotion in accordance with Part III of these rules.

(iii) By Selection of candidates with appropriated technical qualification selected by the Pakistan Public Service Commission without the written competitive examination prescribed in paragraph 11 of these rules. The maximum age limit may, in the discretion of Government, be relaxed in such cases upto 45 years.

4. Subject to the provision of rule 3, Government shall determined the method or method to be employed for the purpose of filling any particular vacancies, such vacancies as may required to be filled during any particular period and the number of candidate to be recruited by cash method.

5. Appointments to the vacancies in the Service which are filled otherwise than by promotion shall be made in accordance with para 3 and 4 of the Recruitment Policy for Central Superior Service (*Vide* Appendix V to the Rules).

APPENDIX NO. 1

PART II

Recruitment by competitive examination

6. A competitive examination for admission to the Service shall be held in Pakistan at such times and places as Government may prescribed by notice issued through the Commission. Every such notice will, when possible, announce the number of vacancies to be filled on the result of the examination.

7. If the examination held under this part of these rules is a combined examination for the purpose of making appointment to more than one service the following provisions shall apply :—

(i) Any person may apply to be admitted as a candidate for appointment in all or any of these Services for which he is eligible. If he wishes to compete for appointment in more than one Service he shall state on his application form which Services he wishes to compete for and the order of his preference between them and in such case only one application form will be necessary and one payment of the fees referred to in rule 16 and (Appendix IV) will be sufficient.

(ii) Government shall assigne successful candidates to each Service or Department on a consideration of all circumstances including any personal preference expressed by the candidate.

8. The maximum number of candidates to be admitted to any examination may in the discretion of Government be limited to such number, not being less than 200 as Government may decide. If a limits is imposed and the number of candidates exceeds that limit the commission shall select from the applicants those who shall be admitted to the examination and in doing so shall have regard to the suitability of the applicants and to the adequate representation of the Scheduled Castes and East and West Pakistan.

9. (i) A candidate must apply to be admitted to the examination before such date, in such manner, and in such form as the Commission may prescribed.

(ii) If a candidate is in permanent or temporary Governmentn Service he shall apply to the commission for admission to the examination through the Head of his Department who shall forwarded his application to the commission, unless he refuses his candidate to the application.

(iii) A candidate who is not in Government service shall submit his application direct to the Secretary, Pakistan Public Service Commission.

The submission of applications by persons in Government Service is further governed by the Government Servants Applications for posts Central Services Railways Services) Rules (Published with the Government of India. Home Department Railway Department Railway Board Notification No. F189/Ests/No. E. 34.R.R.I. dated the 8th December, 1943 22nd January, 1935 RS amended from time to time) and the corresponding rules made by provincial Governments.

A candidate who is subject of a State that has acceded so Pakistan a native of Tribal Area or Territory adjacent of Pakistan, should apply to the political Officer the issued necessary declaration.

(iv) No candidate may make more than one application in respect of any one occasion on which an examination is held.

10. A candidate for the service must be a make and a permanent resident of the territories now forming part of Pakistan or :

(a) who was formerly domiciled in those parts of the partioned Provinces of the Punjab or Bengal or the District of Sylhet which now form part of the Indian Dominition, but is now permanent resident of Pakistan, or

(b) who has acquired Pakistan domicile in the terms of the Indian or Pakistan State or who is a native of a Tribal areas or territory adjacent to Pakistan, in whose favour of declaration has beeen made under Section 262 of the Government of Indian Act, 1965 as adapted for Pakistan.

(c) who is a British subject of non-Pakistan domicile, in whose case a certificate of eligibility has been issued by the Government of Pakistan.

Note.—The procedure for acquiring Pakistan domicile and for obtaining a Certificate of Eligibility is detailed in the Instructions which have been published separately and a copy of which will be supplied to each candidate, with the application forms, by the Commission.

11. (i) A candidate must have attained the age of 20 and must not have attained the age of 26 years on the date prescribed for this purpose in the notice issued by the Commission under rule 6.

These age limits apply whether or not a candidate is already in Government service.

(ii) The maximum age limit will be relaxed as follows :—

(a) by three years in the case of Scheduled Castes and candidates belonging to the Tribal Areas of the North-West Frontier and Baluchistan, the Frontier States (Amb Swat, Dir and Chitral) and Baluch States (Khalat, Las Bela, Kharan and Makran) and Tribal Areas adjointing the Dera Ghazi Khan District of the West Punjab.

(b) by two years in the case of candidates belonging to the excluded areas of East Pakistan.

(c) by four years in the case of *Ex*-Servicemen. But Servicemen will only be able to claim relaxation of the upper age limit in respect of the actual years of war Service performed by them up to a maximum of four and supporting evidence of their claim is relaxation should be submitted with their applications.

Note.—(1) The term Schedule Castes means any of the Castes mentioned in the Government of India (Scheduled Castes) order, 1936, as in force in Pakistan. Candidates will be required to submit a certificate from the District Magistrate in support of their claim.

Note.—2. Only those candiates, who are permanent residents of the Areas mentioned at (a) and (b) above and whose families have been living in those areas will be eligible for the concession and in each case a certificate from the Political Agent or the Deputy Commissioner will be required to be produced Members of Tribes belonging to the Tribal Areas who have settled in the Settled Districts will not be eligible this concession.

12. A candidate must satisfy the Commission that his character is such as to make him suitable for appointment to the Service and that he is in all respect suitable for appointment to the Service.

13. A candidate must have :—

(i) Passed sections A and B of the Associate Membership Examination of the Institution of Engineers India or possess any other educational qualifications recognized by that Institution as exempting from passing these specials, *vide* Appendix I, or

(ii) obtained an Engineering degree of one of the Universities mentioned in Appendix II under the conditions prescribed in that Appendix, or

(iii) passed the Associateship examination of the City and Guilds Institute (Imperial College of Science and Technology), South Kensington) in Civil Engineers,

(iv) obtained a diploma of Farady House London, or

(v) passed the Associate Examination of the Bengal Engineering or

(vi) obtained the B. Sc. degree in Engineering of Aligarh Muslim University, or

(vii) obtained degree in Engineering of the West Punjab University or of Sind University, or

(viii) obtained the all India Diploma in Electrical Engineering of the Delhi Poly technique :

Provided that in exceptional cases the Commission may on the recommendation of the Central Government or a Provincial Government treat as a qualified candidate, a candidate, who though he has not all or any of the qualifications prescribed in this rule, has passed examinations conducted by other institute of a standard which in the opinion of the Commission justifies his admission to the examination.

14. No candidate shall be admitted to the examination unless he holds a certificate of admission from the Commission.

The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

15. No recommendations except those invited in the form of application shall be taken into consideration. Any attempt on the part of a candidate to obtain support for his candidature by other means may disqualify him for admission.

16. Candidate must pay such examination fees as Government may prescribed (*see* Appendix IV), No claim for a refund of an of these will ordinary be entertained nor can they be held in reserve for any other examination or selection.

17. Examinations under these Rules shall be conducted by the Commission in the manner prescribed in the regulations which from Appendix III to these Rules.

18. (i) After every examination the Commission shall make a list of candidates in order of their merit as disclosed by the aggregate marks finally awarded to each candidate and in that order so many candidates upto the number of vacancies announced under Rule 6 above, as are found by the Commission to be qualified by the examination and are considered by Government or the appointing authority as the case may be to be suitable in all other respects, shall be appointed.

(ii) For the purpose of rule 5 of these rules appointments to vacancies to be filled by members of a particulars community or communities shall be made by Government or the appointing authority as the case may be, in the order of merit of the candidates belonging to the particular community or communities, provided they have qualified in the examination and are in all respect suitable for employment in the services.

19. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties as an officer of the Service. A candidate who (after such physical examination as Government or the appointing authority, as the case may be, may prescribe) is found not to satisfy those requirements will not be appointed. Only candidates who are likely to be considered for appointment will be physically examined.

20. (a) Appointments shall be made on probation for a period of two years.

(b) If in the opinion of Government the work or conduct of an officer on probation is unsatisfactory, or shows that he is likely to become efficient, Government may discharge him fortwith.

(c) On the conclusion of his period of probation, Government may confirm the officer in his appointment, or if his work or conduct has in the opinion of Government been unsatisfactory Government may either discharge him from the Service or may extend his period of probation for such further period as Government may think fit.

(d) If no action is taken by Government under sub-rule (b) or (c) of this rule, the period after the prescribed period of probation shall be treated as an engagement from month to month terminable, on either side on the expiration of one calendar month's notice in writing.

(e) If the power to make appointments in the Service is delegated by Government to any officer that officer may exercise any of the powers of Government under this rule.

(f) Particulars as to pay and general conditions of service prescribed for probationers in the Telegraph Engineering Service, Class I, will be found in Appendix VI.

PART III.—RECRUITMENT BY PROMOTION

21. Recruitment by promotion shall be made by selection from among the Assistant Engineers to the Telegraph Engineering and Wireless Service (Class II) after consultation with the Commission and the officer selected will be appointed by Government No officer shall have any claim to such promotion as of right.

22. If the power to make appointments in the Service is delegated by Government to any officer, that officer may exercise any of the powers of Government under this part of these Rules.

APPENDIX I, II, III, IV, V and VI DELETED.

APPENDIX No. 1-A

(Referred to in rule 10-A)

REGULATIONS FOR THE DETERMINATION OF THE DOMICILE OF CANDIDATES FOR THE DIRECT RECRUITMENT TO CIVIL POSTS UNDER THE FEDERAL GOVERNMENT.

1. A person can have only one domicile.

[1] 2. A candidate is considered to be domiciled in a province to which he belongs by origin.

3. The domicile of a candidate who has migrated shall be determined on the following basis :—

(i) A candidate will be considered to be domiciled in a province in which he claims to have settled permanently provided that there is proof of three years residence|education in that province.

In order to prevent disappointment, candidates are advised to have themselves examined by a Government Medical Officer of the standing of a Civil Surgeon, before applying for admission to the examination. Particulars of the nature of the physical test to which candidates will be submitted and of the standards required can be had from the Commission.

[1]Estt. DN O.M. No. 2/2/67-DV Dated 26-8-1968.
[2]Estt. DN O.M, No. 25/113/54-SEI Dated 4-1-1956.

(ii) A refugee candidate who is studying abroad will be considered Domiciled in a province where his parents have resided for three years and have acquired domicile although they may be serving outside that province due to exigency of service.

[1] 4. The domicile of a married female candidate will be accepted to be the same as that of her husband for the purpose of direct recruitment.

[2] 5. Merit and Provincial|regional quotas to be observed in filling vacancies reserved for direct recruitment to posts under the Federal Government shall be as follows :—

Merit quota	10%
Punjab (including Federal area of Islamabad	50%
Sind (Including Karachi)	19%
The share of Sind will be further sub-allocated in the following ratio :	
Urban areas namely Karachi Hyderabad and Suhkur ..	40% of 19% or 7.6%
Rural areas *i.e.* rest of Sind excluding Karachi, Hyderabad and Suhkur	60% of 19% or 11.4%
N.W.F.P.	11.5%
Baluchistan	3.5%
Northern Areas and Centrally Administered Tribal Areas ..	4%
Azad Kashmir	2%

TRAINING OF OFFICERS APPOINTED AS PROBATIONERS IN TELEGRAPH ENGINEERING SERVICE BASIC SCALE-17

An officer appointed as probationer in the Telegraph Engineering Service, Basic Scale-17 will undergo training at Telecom. Staff College, Haripur, for two years. The programme of training is laid down below :—

Course Code : 0601

Section : Training Management/Telecommunication System and Practice.

1. Organisation.	4 Weeks.
2. Rules and regulations	
3. Telecommunications Practice	
4. Practical work	
5. Field Visits	

[1]Estt. DN O.M. No. F-8/5/75-WC Dated 12-8-1975.
[2]Estt. DN O.M. No. F 8/9/72-TRV Dated 31-8-1973.

APPENDIX No. 1-B.

Course Code : 1101

Section : Telephone External : Overhead line construction and maintenance.

1.	*Telegraph and Telephone lines Types and use* ..	4 Weeks.
2.	Types of wire	
3.	Types of Posts and Staying	
4.	Pole Dressing	
5.	Stalks and Insulators	
6.	Line construction considerations	
7.	Transmission considerations	
8.	Maintenance Procedures	
9.	Practical work	
10.	Field Visits	

Course Code : 1201

Section : Underground Cables/Telephone external :

1.	Cable System	6 Weeks.
2.	Types of Cables	
3.	Cable Characteristics	
4.	Jointing and sheath closures	
5.	Laying and pulling in of Cables	
6.	Cable Pressurisation	
7.	Cable Maintenance	
8.	Loading and balancing	
9.	Practical work	
10.	Field Visits	

Course Code : 1401

Section : Local Line Planning/Telephone External :

1.	Planning and Forecasting	4 Weeks.
2.	Records	
3.	Flexibility requirements	
4.	Surveys	
5.	Wayleaves	
6.	Physical position of Plant	
7.	Liasion	
8.	Practical work	
9.	Field Visits	

Course Code : 1501

Section : Subscriber Apparatus Instalation/Telephone External

1.	Survey	2 Weeks.
2.	Pair selection and proving off	
3.	Pole Erection	
4.	Drop Wire	
5.	Wiring of subscribers premises	
6.	Instrument	
7.	Steno Set	
8.	P.C.O.	
9.	Subs. 1+1	
10.	Practical work	
11.	Field Visits	

APPENDIX No. 1-B

Course Code : 2101

Section : Management of trunk traffic (Manual) /Telephone Internal :

1.	Manual Trunk System	1 Week.
2.	Switch Board	
3.	Trunk Booking Position	
4.	Trunk Enquiry Position	
5.	Monitor	
6.	Wall Displays	
7.	Statistics	
8.	Staff Rostering	
9.	Practical Work	
10.	Field Visits	

Course Code : 2102

Section : Maintenance of Manual Trunk Equipment/Telephone Internal

1.	F-36 Trunk Board	1 Week
2.	Trunk Enquiry Tables	
3.	Trunk Booking Tables	
4.	Relay Sets	
5.	Ringing and Singnalling Machine	
6.	Trunk Test Board	
7.	Practical work..	

Course Code : 2201

Section : Switching FI/Telephone Internal

1.	Trunking of Exchange and Exchange Layout ..	4 Weeks
2.	Exchange and Network Factors	
3.	Components	
4.	Circuit Elements	
5.	Subs Line Circuit including Per Selector/IInd Per Selector	
6.	Group Selector Circuits	
7.	Final Selector Circuit	
8.	PBX Hunting Facilities	
9.	Fault Finding and Clearing	
10.	Auxialiary Apparatus	
11.	Practical Work	

Course Code : 2202

Section : FI System Adjustments/Telephone Internal :

1.	Relay Adjustment.	3 Weeks
2.	Pre-Selector Adjustment.	
3.	FI Selector.	
4.	Practical Work.	

APPENDIX NO. 1-B

Course Code : 2203

Section : Test and Complaints procedures/Telephone Internal :

1. Cable Chamber.
2. Main Frame.
3. Test Panel.
4. Complaint Reception.
5. Testing and Diagnosing.
6. Fault Distribution.
7. Fault Clearing.
8. Junction and Misc. Circuits.
9. Statistical Anyalysis and Action.
10. Corrective Action.
11. General Management of TCC.
12. Practical Work.
13. Field Visits.

} 3 Weeks.

Course Code : 2301

Section : Switching EMD Local/Telephone Internal :

1. Trunking of Exchange and Exchange Lay Out.
2. Exchange and Network Factors.
3. Components.
4. Circuit Elements.
5. Line Finder System.
6. Final Selector.
7. Fault Finding and Clearing.
8. Practical Work.
9. Field Visits.

} 4 Weeks.

Course Code : 2302

Section : EMD Switching Adjustment/Telephone Internal :

1. EMD Selector.
2. Practical Work.

} 1 Week.

Course Code : 2303

Section : Auxialiary and Test Apparatus EMD System/Telephone Internal :

1. Fuse Repairs Equipment.
2. Trolly Testers.
3. Automatic Routiner.
4. Meter Test Trolley.
5. Line Test Trolley.
6. Time Announcement.
7. Obnixious Call Equipment.
8. Meter Referencing Equipment.
9. Practical Work.
10. Field Visits.

} 2 Weeks.

APPENDIX NO. 1—B.

Course Code : 2501

Section : Subscribers Apparatus and PBXs/Telephone Internal :

1.	Steno Phone.	4 Weeks.
2.	Neha 1+1 PABX.	
3.	Neha 1+3 PABX.	
4.	2+10 To 5+25 PABX.	
5.	S & H Test Set.	
6.	Ericssons Test Set AEP 1320.	
7.	Practical Work.	

Course Code : 2601

Section : NWD System Preliminary/N.W.D. :

1.	System.	3 Weeks.
2.	Numbering Scheme.	
3.	Tariff System.	
4.	NWD Exchange Equipment.	
5.	Automatic Alternate Routing.	
6.	Establishment of an NWD Connection.	
7.	Pluse and Code Signalling.	
8.	Switching Signals.	
9.	Control of Switching Equipment.	
10.	High Speed Relay.	
11.	Switching Matrices.	
12.	Coding.	
13.	Storage of Information.	
14.	Design and Layout of NWD Exchange.	
15.	Transmission Plan for NWD.	
16.	Practical Work.	

Course Code : 2602

Section : NWD Advanced/N.W.D. :

1.	Individual Equipment, Facilities offered, Function and Circuit Description.	4 Weeks.
2.	Individual Equipment Functional Testing.	
3.	Centralised Equipment Facilities offered, Function and Circuit Description.	
4.	Centralised Equipment Functional Testing.	
5.	Ausiliary Equipment Functions and Circuit Description.	
6.	Testing Equipment Function and Circuit Description	
7.	Testing and Fault Location and Clearance on.	
8.	Practical Work.	
9.	Field Visits.	

Course Code : 2603

Section : Subscriber Trunk Dialling/N.W.D. :

1.	National STD Network.	1 Week.
2.	Equipment.	
3.	Practical Work.	
4.	Field Visits.	

APPENDIX O. 1-B.

Course Code : 6001

Section : Transmission Techniques/Carrier :

1. Transmission Units.
2. Frequency Division Multiplexing Fundamentals.
3. FDM Overhead Carrier System.
4. Frequency Generation System.
5. Transmission Disturbance.
6. Transmission Measurements.
7. Practical Work.

} 3 Weeks.

Course Code : 6002

Section : Multiplex Techniques/Carrier :

1. Overhead Carrier System.
2. Telegraph Multiplex.
3. Coaxial Cable System.
4. Base Band.
5. Practical Work.

} 3 Weeks.

Course Code : 6101

Section : N.E.C. Frequency Division Multiplex/Carrier :

1. Circuit Diagram Reading and Identification of Components.
2. Installation and Maintenance Test Procedures.
3. Demonstration of Test Procedures on Equipment installed at a Drop Repeater Station.
4. Practical Work.
5. Field Visits.

} 3 Weeks.

Course Code : 6102

Section : Coaxial Cable Equipment/Carrier :

1. Coaxial Cable Construction, Laying and Jointing.
2. Identification of Coaxial Cable Faults.
3. Coaxial Cable Equipment.
4. Practical Work.
5. Test on Line Amplifier Bay.

} 3 Weeks.

Course Code : 7001

Section : Radio Techniques/Wireless :

1. Frequency Data.
2. Radio Propagation.
3. RP Transmission Lines.
4. Antennae.
5. RF Generation and Transmission.
6. RF Transmitters.
7. RF Receivers.
8. Practical Work.

} 5 Weeks.

APPENDIX No. 1-B

Course Code : 2901

Section : Telecommunication Power Plant/Electrical :

1.	Types of Power Plants	3 Weeks.
2.	Secondary Cells	
3.	Stand by Engines Sets	
4.	Regulation	
5.	60V DC Magnetic Regulated Plant	
6.	60V DC Thyristor Control	
7.	Earthing Systems	
8.	Power Plant for transmission Systems	
9.	Practical Work	

Course Code : 3001

Section : Telegraphs and Telex/Telegraph :

1.	Telegraphy Basics	4 Weeks.
2.	Telegraph Codes	
3.	Formation of Telegraph Signals	
4.	Telegraph Operation Modes	
5.	Telegraph Distortion	
6.	Measurement of Distortion	
7.	Telegraph Terminal Equipment	
8.	Teleprinters	
9.	Perforated Tape Equipment	
10.	Maintenance	
11.	Telegraph Transmission	
12.	Multi Channel VFT System	
13.	Radio Telegraph Systems	
14.	Maintenance of Telegraph Transmission equipment	
15.	Switching	
16.	Switching System TW 39.	
17.	Telex Positions	
18.	Maintenance Activities on Switching equipment ..	
19.	Practical Work	

Course Code : 4101

Section : Traffic Principles (Engineering)/Telephone Internal.

1.	Definitions	1 Week.
2.	Grading Chart	
3.	Traffic Flow	
4.	Overflow	
5.	*Grade of Service*	
6.	Traffic Meassuring Equipment	
7.	Practical Work	
8.	Field Visits	

APPENDIX No. 1-B

Course Code : 5301

Section : Appreciation and Management of Air-Conditioning System/Electrical :

1.	Basic Process	2 Weeks.
2.	Uses of Air Conditioning	
3.	Refrigeration Cycle-Basic Components and Function	
4.	Additional Components-Functions	
5.	Refrigeration Plant-Description and Operation ..	
6.	Refrigerants	
7.	Electrical Components	
8.	Operation of Typical Plant	
9.	Maintenance of Plant	
10.	Management of System	
11.	Practical Work	
12.	Field Visits	

Course Code : 7101

Section : H. F./V.H.F. Systems/Wireless :

1.	H. F. Communications	2 Weeks.
2.	Radio Telephone Terminal Equipment	
3.	Radio Transmitting Station	
4.	Radio Receiving Station	
5.	VHF Communication	
6.	Radio Frequency Interference	
7.	Practical Work	
8.	H. F. Radio Service Link	

Course Code : 7301

Section : Microwave Techniques/Wireless

1.	Introduction to Microwave Communication System	3 Weeks.
2.	Microwave Propagation..	
3.	Functional Description of Circuits	
4.	Transmission Line Theory	
5.	Wave Guides	
6.	Cavity Resonators	
7.	Microwave Ferrites	
8.	Microwave Antenna	
9.	Microwave Measurements	
10.	Practical Work	

APPENDIX No. 1-B

Course Code : 7302

Section : Microwave Radio Relay Equipment/Wireless :

1.	Microwave Communication	4 Weeks.
2.	Base Bank	
3.	Block Diagrams	
4.	Modulators	
5.	Transmitter	
6.	Antenna and Feeder System	
7.	Receiver	
8.	Demodulator	
9.	Route Switching Equipment	
10.	Remote Supervisory System	
11.	Power Supply System	
12.	Measurements	
13.	Practical works	
	(i) Station Tests	
	(ii) System Tests	
14.	Field Visits	

Course Code : 8001

Section : Introduction to Management/Management :

1.	Basic Disciplines of Management	1 Week.
2.	Tactical Planning	
3.	Problem Analysis	
4.	Responsibility, Organisation and Supervision ..	
5.	Delegation and Coordination	
6.	Leadership	
7.	Styles of Leadership	
8.	Communication	
9.	Meeting	
10.	Practical Work	

Course Code : 8002

Section : Motivitation and Leadership Management :

1.	Identification and Definition of Terms	1 Week.
2.	Perception and its Implications.	
3.	Human Behaviour	
4.	Social Man and Motivitation	
5.	Hertzbergs theory of Motivations	
6.	Job enrichment-Job enlargement	
7.	Leadership Styles	
8.	Authority of Leadership	
9.	Group Relationships	
10.	Practical Work	

APPENDIX No. 1-B

Course Code : 8101

Section : Budgetary Control and Accounts/Management :

1.	General Principles	2 Weeks.
2.	Preparation of Estimates	
3.	Budget Estimates	
4.	New Item Statement	
5.	Main Heads and Demand Units	
6.	Procedure in Divisions	
7.	Control Over Expenditure	
8.	Irregularities	
9.	Practical Work	

Course Code : 8201

Section : Personnel Management/Training Management :

1.	Recruitment Rules	2 Weeks.
2.	Service Matters	
3.	Parkinson's Law	
4.	Leave Rules	
5.	Welfare Fund	
6.	Staff Unions and Associations	
7.	1969 Industrial Relation Ordinance	
8.	Pakistan Essential Services (Maintenance) Act, 1952	
9.	Strickes	
10.	Security of Telecommunication Installation	
11.	Practical Work	

Course Code : 8301

Section : General Office Procedure/Management :

1.	1964 Conduct Rules	1 Week.
2.	Telegraph Act	
3.	Office Procedure	
4.	Past Records	
5.	Classification of Papers	
6.	Personnel Records	
7.	Confidential Reports	
8.	Communication from D.G. T&T	
9.	Minutes of Meetings	
10.	Practical Work	

Course Code : 8501

Section : Administrative Procedure for Work Execution/ Training Management :

1.	Project	1 Week.
2.	Classification of Works	
3.	Financial Responsibilities	
4.	Detailed Estimates	
5.	Funds for Estimates	
6.	Execution of Work	
7.	Progress Reports	
8.	Completion Reports.	
9.	Practical work	

APPENDIX No. 1-B

Course Code : 8601

Section : Provision of Subscriber Service/Training Management :

1. Subscriber	1 Week.
2. Sanctioning Authority	
3. Subscriber Application	
4. Priority Ratings and Special Services	
5. Demand Note	
6. Payment Practices	
7. Advice Note..	
8. Revenue	
9. Closing of Connections	
10. Excessive Billing Complaints	
11. Provision of Telex	
12. Special Considerations	
13. Practical Work	

APPENDIX No. 1-C

(Referred to in Note I below rule 182).

REGULATIONS FOR THE PHYSICAL EXAMINATION OF CANDIDATE FOR APPOINTMENT TO THE TELEGRAPH ENGINEERING SERVICE CLASS I.

1. To be passed as fit for appointment a candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficience performance of the duties of his appointment.

2. In the matter of the correlation of age, height and chest-girth of candidates of Pakistan, it is left to the Medical Board to use whatever correlation figures are considered most suitable as a guide in the examination of the candidates.

Deleted.

APPENDIX NO. 1-D.

(Referred to in Note 1 below rule 182).

RULES GOVERNING RECRUITMENT TO THE POST OF ASSISTANT DIVISIONAL ENGINEER IN BASIC SCALE-17.

(Dated 14-10-1976).

**In pursuance of sub-rule (2) of rule (3) of the Civil Servants (Appointment, Promotion and transfer) Rule 1973, the following method qualifications and other conditions are laid down for appointment to the posts of Assistant Divisional Engineers in Basic Scale-17 in the T & T Department :

METHOD OF APPOINTMENT

Rule-2 (a) Appointment to the posts of Assistant Divisional Engineers shall be made by the following methods :—

(i) 40% of the posts of Assistant Divisional Engineers shall be filled by promotion provided that at least 20% posts shall be filled by promotion of persons possessing Diploma in Engineering and 5% shall be filled by promotion of Departmental employees possessing Degree in Engineering or Associate Membership of a recognised Institute of Engineering.

(ii) 60% of the posts shall be filled by direct recruitment.

(b) If any vacancies reserved in terms of paragraph 2 (a) above cannot be filled by reason for non-availability of suitable candidates, such vacancies will be carried over and filled at the time of next recruitment from among the candidates of the same category in whose quota the vacancies are so reserved.

CONDITIONS FOR PROMOTION

Promotion to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 and possess the qualifications and experience prescribed in column 3 below.

Name of post	Persons eligible for selection	Condition of eligibility
1	2	3
Assistant Divisional Engineers Basic Scale-17.	(a) *Selection on the basis of Qualification.* (i) Officers in Basic Scale 16 of T&T Engineering Bdiploma in Branch holding Diploma in Engineering.	10 years service in the T & T Department.
	(ii) Officers of Basic Scale-16 of T&T Engineering Branch holding Degree in Engineering or equivalent qualification in Electrical/	

****Vide** D.G. T&T O.M. No. E. 38-9/75, dated 14-10-1976.

APPENDIX No. 1-D

1	2	3
	Telecommunication/Mechanical/ Electronic Engineering from a University/Institute recognised by the Government of Pakistan.	
	(*iii*) Employees of T&T Department below Basic Scale-16 possessing degree in Electrical/Telecommunication/Mechanical/Electronic Engineering or equivalent qualification from a recognised University or Institute.	10 years service in the T&T Department.
	(*b*) *Selection in Ordinary way :*	
	Officers in Basic Scale-16 of the T&T Engineering Branch other than holders of diploma or Degree in Engineering.	

DETERMINATION OF SENIORITY

(4) (a) Seniority of the departmentally promoted officers among themselves shall be reckoned from the date of their regular (within the prescribed promotion quota) appointment in Basic Scale-17.

(b) The *inter se* seniority of the departmentally promoted officers selected for promotion in one batch shall be determined in accordance with their seniorities in the lower cadres.

(c) The *inter se* seniority of the direct recruits shall be fixed in accordance with their respective order of merit assigned by the F.P.S.C. in a particular competitive examination.

(d) Officers promoted on regular basis (within the prescribed promotion quota) in a particular year shall rank senior to the direct recruits of that year.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS OF DIRECT RECRUITMENT

5. "A candidate must possess a Degree of equivalent qualification in Electrical|Telecommunication|Mechanical|Electronic Engineering from a University|Institute recognized by the Government of Pakistan, and must be within the age limits as prescribed in the Schedule to this Notification" :

Provided that the maximum age limit will be relaxed by three years in the case of candidates belonging to scheduled castes, Budhist Community recognised of the Tribal Area, Azad Kashmir and Northern Areas (Districts of Ghizar, Skardu, Dimir and Ghanche in accordance with the instructions issued by the *Establishment Division :*

Provided further that the upper age limit for the employees of the T & T Department|desirous to compete in the competitive examination of F.P.S.C. will be 45 years.

APPENDIX No. 1-D.

PROBATION

6. Persons appointed by Promotion or by direct recruitment shall be on probation for a period of two years. If the work and/or conduct of any of them has in the opinion of Government has been unsatisfactory, Government may never him to his parent post he is a promotee, and discharge him from service in case he is a direct recruit, or may extend his period of probation for such further period, not exceeding one year, as Government may think fit. Appointment on probation shall be subject to the provision of rule 6 of the Civil Servants Act, 1973.

TRAINING

7. Persons selected for direct recruitment and those departmental employees mentioned in para 3 above under column 2 against item (a) shall be required to successfully undergo the prescribed training of two years in the Telecommunication Staff College, Haripur Hazara during their period of probation.

8. This Notification issues with the concurrence of the Establishment Division.

SCHEDULE

(*See* para 5)

S. No.	Designation and Grade of the Post	Qualification and experience	Age limit	
			Max.	Min.
1.	Assistant Divisional Engineer Basic Scale—17.	Engineering Degree or equivalent qualification in Electrical Telecommunication/Mechanical/Electronic Engineering from a University/Institute recognised by the Government of Pakistan.	30 years	21 years

APPENDIX No. 2-A

RULES FOR THE RECRUITMENT TO THE POST OF MEDICAL OFFICER IN BASIC SCALE-17 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(Dated 23-12-1976)

**In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Medical Officer in Basic Scale-17 under the Ministry of Communications Telegraph & Telephone Department.

METHOD OF APPOINTMENT

2. Recruitment to the post shall be made by direct Appointment.

** *Vide* D. G. T&T O. M. No. S. 17-3-76, Dated 23-12-1976.

Appendix No. 2-A.

QUALIFICATIONS, EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT:

3. A candidates must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification :

Provided that the maximum age limits will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Budhist Community, recognised tribes of the Tribal Areas, Azad Kashmir Northern Areas (Districts of Gilgit, Ghizar, Skardu, Diamir and Ghanche) in accordance with the instructions issued by the Establishment Division.

PROBATION

4. Persons appointed by direct recruitment shall be on probation for a period of one year which may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division.

SCHEDULE

(*See* para 3)

Designation and Grade of the post	Qualifications and experience	Age limits	
		Maximum	Minimum
Medical Officer in Basic Scale-17.	(i) M.B.B.S. or equivalent qualifications. (ii) Previous experience desirable.	32 years Relaxable in case of Government servants.	22 years

APPENDIX No. 2-B

RULES FOR THE RECRUITMENT TO THE POST OF PUBLIC RELATION OFFICER IN BASIC SCALE-17

(Dated 1-3-1977).

****SRO.**—In pursuance of sub-rule (2) of rule 3 of the Civil Servants Appointment, Promotion and Transfer) Rules, 1973 the following method, qualifications and other conditions are laid down for appointment to the post of *Public Relations Officer in Basic Scale-17* under the Ministry of Communications (Telegraph & Telephone Department).

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following methods :—

(i) 50% of the posts shall be filled by promotion from amongst departmental candidates in accordance with rule 3 below.

(ii) 50% of the posts shall be filled by direct appointment in accordance with rule 4 below.

** *Vide* D. G. T & T O. M. No. E. 2-5/74, Dated 1-3-1977.

APPENDIX NO. 2-B

CONDITIONS FOR PROMOTION

3. Promotion to the post in Column 1 below shall be made by selection by the Departmental Promotion Committee from amongst the persons, who hold the posts specified in Col : 2 below and possess the qualifications and experience specified in Col : 3 below.

Name of Post	Conditions for eligibility	
(1)	(2)	(3)
Public Relations Officer Basic Scale-17.	Public Relations Officers Basic Scale-16 in the Telegraph and Telephone Department.	3 Years service as Public Relations Officer Basic Scale-16.

QUALIFICATIONS|EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT.

4. A candidate must possess the educational qualifications and experience and must be within age limits as mentioned against the post concerned in the Schedule to this Notification :

Provided that the maximum age limits will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Budhist Communities, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (District of Gilgit, Ghizar, Skardu, Ghanche and Diamir), in accordance with the instructions issued by the Establishment Division.

PROBATION

5. Persons appointed by promotion|direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded in writing or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of Civil Servants Act, 1973.

6. This Notification issues with the concurrence of the Establishment Division, *vide* their O.M. No. 30|7|75-DV dated 8th February, 1977.

SCHEDULE

Name of Post	Qualifications & Experience	Age limit	
		Maximum	Minimum
(1)	(2)	(3)	
Public Relations Officer Basic Scale-17.	Section Class Master's degree in Journalism with good Command on English language and ability to write article, news items, press releases, rejoinders to the press and other publicity matters.	35 years	25 years

APPENDIX No. 2-C

RULES FOR THE RECRUITMENT TO THE POST OF LIBRARIAN IN BASIC SCALE-17 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(Dated 27-1-1980)

**S. R. O.—In pursuance of sub-rule (2) of rule (3) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Librarian in Basic Scale-17 under the Ministry of Communications Telegraph & Telephone Department.

MTHOD OF APPOINTMENT

2. The post of Librarian in Basic Scale-17 will be filled in by direct recruitment.

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

3. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification :

Provided that the maximum age limit will be relaxed by three (3) years in the case of candidates belonging to scheduled castes, Budhists community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Ghizar, Skardu, Ghanche and Diamir) in accordance with the instructions issued by Establishment Division :

Provided further that for Government Servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years.

PROBATION

4. Persons appointed by direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provision of Article 6 of Civil Servants Act, 1973.

5. This notification issues with the concurrence of the Establishment Division (O.M. No. 39|2|79-DV dated 12th August), and F.P.S.C. (O.M. No. F. 12|124|79-S dated 2nd January, 1980.)

SCHEDULE

(*See* para 3)

Designation and grade of post.	Qualifications and experience	Age limits	
		Maximum	Minimum
Librarian (Basic Scale—17)	(a) 2nd Class Master's Degree in Library Science from a recognised University. (b) 2 years experience as a Librarian in a Government Office, School or College or any other Institute will be preferable OR Post Graduate Diploma in Library Science with 4 years experience.	30 Yrs.	20 Yrs.

** *Vide* D. G. T & T O. M. No. E (I). 1-6/79, Dated 27-1-80.

Appendix No. 4

Deleted.

METHOD OF PROMOTION TO POST IN BASIC SCALE-18 AND ABOVE

**The following methods, qualifications and other conditions are laid down for appointment to the Engineering posts in Basic Scale-18 and above in the Pakistan Telegraph & Telephone Department under the Ministry of Communications.

METHOD OF APPOINTMENT

2. Appointment to posts in Basic Scale-18 and above shall be made by promotion form amongst departmental officers in accordance with para 3 below.

CONDITIONS FOR PROMOTION

3. Promotion to posts in Column-1 below shall be made by selection from amongst the persons who held the post specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3 :—

Name of the Post	Persons eleigible	Conditions of eligibility
(1)	(2)	(3)
(a) Divisional Engineers/Asstt. Chief Engineers/Asstt. General Managers/Controllers of Telegraph Storea/Supdt. Telegraph Workshop Kotri/Assistant Dy. Directors General (Staff)/(Phone)/(Wireless) (Grade—18).	Asstt. Divisional Engineers. Telegraphs/Phones/Carrier/Wireless/Microwave/Satellite/Trunks/ Coaxial Cable construction/ Coaxial carrier HF/VHF/UHF NWD/Stores/Electrical/Telex/ Contract/Engineering/Inspection/ Development/Training/Research/ Documentation/Frequency/ Monitoring (Basic Scale 17).	5 years services in Basic Scale 17

Appendix No. 4

Minimum length of service for eligibility for promotion for various grades.

Sl. No. 201 :

Minimum length of service for eligibility in promotion of officers.— In pursuance of rule 8-A of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and in supersession of the instructions laid down in the Establishment Division's Office Memorandum No. 1|9|80-R. II (A), dated the 12th January, 1981, (Annexure-I), the President is pleased to decide that the minimum length of service for promotion to various grades shall be as follows :—

For grade 18	..	..	.. 5 years in grade 17.
For grade 19	..	..	.. 12 years in grade 17 and above.
For grade 20	..	..	.. 17 years in grade 17 and above.
For grade 21	..	..	.. 22 years in grade 17 and above.

** *Vide* D. G. T&T O. M. No. E (I) x-3/78, Dated 29-6-82.

Provided that :—

(i) Where initial appointment of a person not being a person in government service takes place in a post in grade 18, 19 or 20, the length of service specified in this office memorandum shall be reduced by the following periods :

First appointment in	*Reduced by*
Grade-18	5 years.
Grade-19	12 years.
Grade-20	17 years.

(ii) Where initial appointment of a person already in government service takes place, on recommendations of the Federal Public Service Commission, in a post in grade 18, 19 or 20, the length of service specified in this office memorandum shall be reduced by the periods specified in proviso (i) ;

(iii) Where first appointment of a person other than a person covered by proviso (ii) was made to government service in grade 16 or below, one-half of the service in grade 16 and one-fourth in grade 15 and below may be counted as service in grade 17 for computing length of service for the purpose of promotion only.

(*Authority* —Estt. Division O.M. No.1/9/80-R.2 dated 2nd June, 1983)

ANNEXURE (For information)

Copy of O.M. No. 1|9|80-R-II (A), dated 12th January, 1981.

Reference Establishment Division O.M. No. 3|7|74-AR. II, dated 20th May, 1974, 27th August. 1974 and 6th February, 1975, in supersession of the instructions laid down in the afore-mentioned O.M. the President pleased to decide that the minimum length of service for promotion to various grades shall be as follows :—

For Grade 18	5 years in Grade 17.
For Grade 19	12 years in Grade 17 and above.
For Grade 20	17 years in Grade 17 and above.
For Grade 21	22 years in Grade 17 and above.

Provided that where initial appointment takes place in Grades 18, and 20, the length of service for promotion to higher Grades shall be as follows, namely :—

For Grade 19	7 years in Grade 18.
For Grade 20	12 years in Grade 18 and above *OR* 5 years in Grade 19.
For Grade 21	17 years in Grade 18 and above *OR* 5 years in Grade 20.

Length of service for promotion from Grade-16 to Grade-18 where there is no intermediate post in Grade-17

Sl. No. 202 :

The minimum length of service for promotion to grade 18 and above was laid down *vide* Establishment Division's Office Memorandum No. 1|9|80-R. II, dated 12th January, 1981. The question as to what should be the length

of service for promotion from grade 16 to grade 18 where there is no intermediate post in grade 17 has been cosidered and it has been decided, with the approval of the President, that in such cases the minimum length of service laid down in the recruitment rules relating to posts in grade 18 for the purpose of promotion from grade 16 to grade 18 should be kept as the basis for such promotions.

2. In case there is no such provision in the recruitment rules, action should be taken by the respective Ministry|Division to include such a provision in the recruitment rules.

(*Authority*.—O.M. No. 1/9/80-R. 2, dated 4th May, 1982.)

Sl. No. 203.—*Possession of prescribed minimum length of service does not confer a right to promotion over senior persons.*—The prescribed minimum length of service is a condition for eligibility for promotion and does not confer a right to promotion. Where a senior person has not done prescribed service, the junior, as a rule, should not be considered even if he fulfils the prescribed length of service condition.

2. Even for "selection" post, the persons have to be considered in the order of their seniority.

(*Authority*.—U.O. No. 1/21/75-D. II, dated 9-7-1975.)

**Method of promotion to post in Basic scale 18 and above.

Name of the Post	Persons eligible	Condition of elegibility
(1)	(2)	(3)
(b) Dy. Chief Engineers/Directors Telegraphs/ Telephone/Telex/Gateway/Exchange/NWD/ CCC/LD/HF Microwave/Satellite/ Staff/ Establishment/Development Planning/ Research/Inspection/Operation/Electronics/ Overseas/Training Project Director/Director Telegraph Stores and Workshop (Basic scale-19.	Divisional Engineers/Assistant Chief Engineers Assistant General Managers/Controllers of Telegraph Stores/Superintendent Telegraph Workshop Kotri/ Asstt. Dy. Director General (Staff)/(Phone)/(Wireless) Basic scale -18.	12 years service in Basic scale-17 and above.
(c) Chief Engineers/General Managers Basic Scale-20.	Dy. Chief Engineers/ Directors Telegraph/Telephone/Telex/Gateway Exchange/NWD /CCC/ LD/HF/Microwave/Satellite/ Staff/Establishment/Development Planning/Research/Inspection/ Operation/Electronics/Overseas/ Training/Project Director/Director Telegraph Stores & Workshop (Basic Scale-19).	17 years service in Basic scale-17 and above
(d) Director General Basic Scale-21	Chief Engineers/Genaral Managers (Basic scale-20).	22 years service in Basic Scale 17 and above.

** *Vide* D. G. T&T O. M. No. E(I) 1-3/78 Dated 29-6-82.

Appendix No. 5

The following list indicates which wireless Stations may be considered as (a) Gazetted and (b) non-gazetted charges :—

(a) :

1. Karachi Transmitting Station Napier Barrack,

2. Karachi Receiving Station at Malir.

(b) :

1. Darosh.

2. Gilgit.

3. Karachi Airport.

4. Ormara.

5. Pasni.

6. Peshawar.

7. Punjgar.

8. Turbat.

Appendix No. 6

(Referred to in Note below rule 100).

CASUAL LEAVE

I—Rules for the employment of paid substitutes in casual leave vacancies of employees in Basic Scale-1 and 2.

1. The employment of paid substitutes in casual vacancies will ordinarily be restricted to telegraph offices at which the number of employees in Basic Scale 1 & 2 does not exceed 4.

2. Heads of Telecommunication Regions may at their discretion relax the condition in rule 1 in individual cases in which, owing to the absence of an abnormally large number of employees in Basic Scale-1 and 2, it is found impossible to distribute the work of those granted casual leave among the staff present for duty.

3. Paid substitutes may only be employed in the place of absentees granted casual leave on account of illness or urgent private affairs. The Head of office should make such enquiries as may be necessary to satisfy himself regarding the necessity for the absence.

4. The amount to be paid to a substitute employed under these rules must not exceed the minimum pay of the National Pay Scale in force for the Basic Scale to which the absentee belongs Payment must be made direct to the substitute, whose receipt should be obtained.

5. All claims for payment to substitutes under these rules should be exmained personally by the office incharge of the telegraph office before payment. The head of the office must certify on the claims that the employment of the substitutes was absolutely essential to carry on the work of those granted casual leave in accordance with rule 3. Claims falling under rule 2 will be passed on to the Head of the Region for sanction.

6. *Deleted.*

7. The employment of a paid substitute under these rules in respect of any particular employee in Basic Scale 1 & 2 will be limited ordinarily to 10 days in any one calendar year. Chief Superintendent Telegraphs|Radio Traffic Officer may however, raise the limit to 20 days at their discretion.

8. A substitute to be employed under these rules will ordinarily be produced by the leave applicant for acceptance by the head of the office, but in special cases, the head of the office may select a substitute of his own choice. In either case, both the leave applicant who provides his own substitute and the head of the office will be held personally responsible for the good behaviour of the substitute and liable for any losses that may arise from his employment.

APPENDIX No. 7

(*Omitted*—Relates Post Office)

Appendix No. 7-A

[1] RULES FOR THE RECRUITMENT TO THE TELEGRAPH ENGINEERING AND WIRELESS SERVICE CLASS-II

(Dated 18-2-1957).

No. S. 31-4|52.—The following rules for recruitment to the Telegraph Engineering and Wireless Service, Class II, under the Ministry of Communications are published for general information :—

PART I.—METHOD OF RECRUITMENT

1. These rules may be called the Telegraph Engineering and Wireless Service, Class II, Recruitment Rules.

2. For the purpose of these Rules :—

(a) " Government " means the President.

(b) " The Commission " means the Federal Public Service Commission.

(c) " The Service " means the Telegraph Engineering and Wireless Service, Class II.

[1]These rules were superseded by Rules dated 13-9-76 *Vide* Appendix 7-B.

(d) "Department" means the Telegraph and Telephone Department.

(e) "Director-General" means the Director-General, Telegraph and Telephone.

(f) "Direct Appointment" means the appointment made otherwise than by promotion or transfer from another Service|Post|Department.

3. The service shall be recruited as follows :—

(a) (i) 25% of the vacancies shall be filled on the result of the competitive examination held by the Commission.

(ii) 5% of the vacancies shall be filled by direct recruitment of Technicians by the Department (subject to final absorption in the Department in consultation with the Commission).

(iii) 70% of the vacancies shall be filled by promotion in accordance with Part IV of the rules.

(b) Vacancies reserved for promotion shall be filled in first while those reserved for direct appointment shall be filled in later as required under the Establishment Division Office Memorandum No. 15|38|52-SE-II, dated the 29th January 1954.

4. Vacancies in the service which are filled otherwise than by promotion shall be distributed between the various provinces of Pakistan in accordance with the Cabinet Secretariat (Estt. Dn.) Office Memo. No. 25|10|50-SEI, dated the 6th October, 1950 and O.M. No. 25|68|50-SEI, dated 22nd January, 1952 and the supplementary instructions issued from time to time.

PART II—RECRUITMENT BY COMPETITIVE EXAMINATION

5. The Competitive Examination to the Service shall be held at such times and places as Government may prescribe by notice issued through the Commission. Every such notice will, when possible, announce number of vacancies to be filled in on the result of the examination.

6. If the examination held under this part of these Rules is a combined examination for the purpose of making appointment to more than one service the following provisions shall apply :—

(i) Any person may apply to be admitted as a candidate for appointment in all or any of these Service for which he is eligible. If he wishes to compete for appointment in more than one Service he shall state on his application form which Service he wishes to compete for and the order of his preference between them, and in such necessary only one application form will be necessary and one payment of the fees referred to in rule 15 (and Appendix III) will be sufficient .

(ii) Government shall assign successful candidate to each Service or Department on a consideration of all circumstances including any personal preference expressed by the candidate.

7. The examination number of candidates to be admitted to any examination may in the discretion of Government, be limited to such number, not being less than 200, as Government may decide. If a limit is imposed and the number of candidates exceeds that limit, the Commission shall select from the applications those who shall be admitted to the examination, and in doing so, shall have regard to the sutability of the applications and the provisions of Recruitment policy in accordance with rule 4.

8. (i) A candidate must apply to be admitted to the examination before such date, in such form and manner as the Commission may prescribe.

(ii) All Government servants, who fulfil the conditions laid down in the rules, are eligible for admission to the examination, if permitted to compete by their Departments or Office. They must submit their applications to the Commission through their Department or Office as required under the Government Servants Application for Posts (Central Services) Rules, 1953. Candidates who join Government service after submitting their applications for admission to the examination should also submit the departmental permission immediately thereafter.

(iii) A candidate who is not in Government service, shall submit his application direct to the Secretary, Federal Public Service Commission.

(iv) No Government servant will be allowed to take the examination more than three times.

9. A candidate for the service muct be a male and :—

(a) A Citizen of Pakistan ; or

(b) a person who has been authorised by the President under Article 179 of the Constitution to be temporarily employed.

10. (i) A candidate must have attained the age of 20 and must not have attained the age of 26 years on the first day of the year in which the examination is held by the Commission under rule 5 above.

(ii) The examination age-limit will be relaxed as follows :—

(a) by three years in the case of Scheduled Castes and candidates belonging to the Tribal Areas of the North West Frontier and Baluchistan, the Frontier States and Kalat Division and the excluded areas in the Dera Ghazi Khan District of Pakistan.

(b) by three years in the case of residents of Azad Kashmir.

NOTE 1.—The term "Scheduled Castes" means any of the castes mentioned in the Government of India (Scheduled Castes) order, 1936, as in force in Pakistan such candidates will be required to submit a certificate from the District Magistrate in support of their claim.

NOTE 2.—Only those candidates who are permanent residents of the areas mentioned at (a) and (b) above and whose families have been living in those areas will be eligible for the concession and in each case a certificate from the Political Agent or the Deputy Commissioner will be required to be produced. Members of tribes belonging to the Tribal Areas who have settled in the settled districts will not be eligible for this concession.

NOTE 3.—Candidates who are permanent residents of Azad Kashmir territory, Gilgit Agency and Baltistan, or those who have migrated to the said areas or to any admissible in each case on production of a certificate from the Ministry of Kashmir Affairs.

11. A candidate must satisfy the Commission that his character is such as to make him suitable for appointment to the Service and that he is in all respects suitable for appointment to the service. Success in the examination confers no right to appointment, unless Government are satisfied, after such enquiry as may be necessary, that the candidate is suitable in all respects for appointment to the Service.

12. A candidate must have :—

(i) obtained one of the Degrees or Diplomas cited in App. 1, or

(ii) passed B. Sc or M. Sc degree from a recognised University with physics as a principal subject.

NOTE.—In exceptional cases the Commission may on the recommendations of the Central or Provincial Governments treat a candidate as qualified educationally, if he has passed examination conducted by a Central or a Provincial Institution considered to be of standard equivalent to any one of the examination prescribed in Appendix I of these rules.

13. No candidate shall be admitted to the examination unless he holds a certificate of admission from the Commission.

The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

14. No recommendations, except those invited in the form of application, shall be taken into consideration. Any attempt on the part of candidate to obtain support for his candidature by other means may disqualify him for admission.

15. Candidates must pay such examination fees as Government may prescribe (see App. III). No claim for a refund of any of these fees will be entertained nor can they be held in reserve for any other examination or selection.

16. Examination under these rules shall be conducted by the Commission in the manner prescribed in the regulations which form App. II to these Rules.

17. (i) After every examination the Commission shall make a lost of candidates in order of their merit as disclosed by the aggregate marks finally awarded to each candidate, and in that order so many candidates up to the number of vacancies announced under rule 5 above as are found by the Commission to be qualified by the examination and are considered by Government or the appointing authority to be suitable in all other respects, shall be appointed.

(ii) For the purpose of rule 4 of these rules, appointments to vacancies shall be made by Government or the appointing authority, in the order of merit of the candidates, provided they have qualified in the examination and are in all respects suitable for employment in these Services.

18. A candidate must be in good mental and bodily health, of strong physique, capable of hard outdoor work, and free from any physical defect likely to interfere with the discharge of his duties as an officer of the service. A candidate who (after such physical examination as Government or the appointing authority may prescribe) is found not to satisfy those requirements will not be appointed; only candidates who are likely to be considered for appointment will be physically examined. *

19. (a) Appointment shall be made on probation for a period of two years.

(b) If in the opinion of Government the work or conduct of an officer on probation is unsatisfactory, or shows that he is unlikely to become efficient, Government may discharge him forthwith.

(c) On the satisfactory conclusion of the period of probation, Government may confirm a probationer in his appointment or, if his work or conduct has in the opinion of Government been unsatisfactory he may either discharge him from the service or may extend his period of probation for such further period not exceeding one year as Government may think fit.

(d) If no action is taken by Government under sub-rule (b) or (c) of this rule, the period after the prescribed period of probation shall be treated as an engagement, until further orders.

(e) If the power to make appointments in the service is delegated by Government to any officer that officer may exercise any of the powers of Government under this rule.

(f) Particulars as to pay and general conditions of service prescribed for probationers in the T.E. and W.S., Class II, will be found in App. IV.

*In order to prevent disappointment, candidates are advised to have themselves examined by a Government Medical Officer of the standing of a Civil Surgeon, before applying for admission to the examination. Particulars of the nature of the physical test to which candidates will be submitted before appointment and of the standards required can be had from the Commission.

APPENDIX NO. 7-A

PART III.—RECRUITMENT BY DIRECT APPOINTMENT BY THE DEPARTMENT

20. Admission to the Service shall be made by direct selection by the Department in consultation with the Commission of persons up to the age of 45 years):

(a) have long practical experience in Telecommunications specially in the fields of radio, telephone and telegraph of a standard appropriate to the responsibilities of the service ; or

(b) are elected associates or associate members of professional institutions in Telecommunications.

PART IV.—RECRUITMENT BY DEPARTMENTAL PROMOTION

21. Recruitment by promotion shall be made by the Director-General from amongst the Engineering Supervisors who have completed 5 years service in their grade, and who have passed the departmental examination for promotion to T.E. and W.S., Class II, on the basis of their seniority subject to the rejection of the unfit.

APPENDIX NO. 7-A

Annexure to Appendix 7A.—Omitted

APPENDIX NO. 7-B

RULES FOR THE RECRUITMENT TO THE POSTS IN BASIC SCALE-16 IN THE "GENERAL" AND "CARRIER AND WIRELESS" BRANCHES

(Dated 13-9-1976)

1. **In pursuance of sub-rule (2) of Rule (3) of Civil Servants (Appointment, promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts in Basic Scale-16 in the "General" and "CARRIER AND WIRELESS" Branches of T & T Engineering Branch of the Telegraph and Telephone Department.

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following methods :—

(i) 75 per cent of the posts shall be filled by promotion provided that 25 per cent out of 75 per cent posts will be filled by promotion of persons possessing Diploma in Engineering (henceforth called as Sub-Engineers) as per para 3 below ; and

(ii) 25 per cent of the posts shall be filled by direct recruitment.

CONDITIONS FOR PROMOTION

3. Promotion to the posts in column 1 below shall be made by section from amongst the persons who hold the posts specified in column 2 and possess the qualifications and experiences prescribed in column 3 :

"Provided that the 25% posts reserved for Diploma Engineers [*vide* para-2 (i) above] shall be filled on the basis of seniority-*cum-fitness* by promoting Sub-Engineers who have obtained a post-Matriculation 3 years-Diploma from a recognised Polytechnic Institute and have 10 years service in Telegraph & Telephone Department including 5 years service as Engg. Supervisors or Building Oversers or Drafts-man and have passed the prescribed departmental examination for promotion to Grade-16 of Telegraph and Telephone Department.

(*See* Para 3)

Name of the Posts	Persons Eligible	Conditions of Eligibility
1	2	3
General Group :		
(*a*) Asstt. Engineers/Sub-Divisional Officers/Contract Officers/Assistant Directors/Construction Officers in Basic Scale—16.	(*i*) Engineering Supervisors of General Group and Engineering Supervisors of carrier and Wireless Group.	(*i*) Should be at least Matriculates ; (*ii*) Should have completed five years service as Engineering Supervisors in T&T Department.

** *Vide* D.G. T&T O.M. No. S. 24—37/70-Vol. III (E) Dated September, 1976.
(1) These rules superseded by rules dated 2-9-1981 *vide* Appendix 7—VC.

APPENDIX NO. 7-B

1	2	3
		(*iii*) Should have passed the qualifying examination for promotion to Basic Scale—16 of T&T Engineering Branch as prescribed in D.G.'s. Engineering Circular No. 1 of 19th May, 1959.
(*b*) Carrier and Wireless Group :	(*ii*) Sub-Engineers.	(*i*) Should possess a Diploma in Engineering.
Asstt. Engineers/Sub-Divisional Officers in Basic Scale—16.		(*ii*) Should have rendered 10 years service in T&T department including 5 years service as Engineering Supervisors/ Building Overseers/Draftsmen.
		(*iii*) Should have passed the qualifying examination for promotion to Basic Scale—16 of T&T Engineering Branch as prescribed in D.G.'s Engineering Circular No. 1 of 19th May, 1959.

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITS

4. A candidate must possess the qualification and experience and must be within the age limits as mentioned against the posts concerned in the Schedule to this Notification :

Provided that the age limits will be relaxed in the case of candidates belonging to Schedule Castes, Buddhists community, recognised Tribes of the Tribal Areas Azad Kashmir, Northern Areas (Districts of Gilgit, Ghiral, Skardu, Diamir and Ghanche) in accordance with the instructions issued by the Establishment Division from time to time.

5. Person appointed in accordance with rule 4 above shall be on probation for a period of two years. This period may be curtailed or increased by the Director General, Telegraph and Telephone for good and sufficient reasons to be recorded in writing. During their probation, they shall have to qualify in the two years training course at the Telecommunications Staff College, Haripur, in various sectors of Telecommunication Engineering. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

6. This Notification issues with the concurrence of the Establishment Division.

[No. S. 24-37/70-Vol. III (E).]

SCHEDULE

(*See* Para 4)

S. No.	Designation and Grade of the Posts	Qualifications and Experience	Age Limit	
			Maximum	Minimum
1.	**General Group**			
	Asstt. Engineers/Sub-Divisional Officers/Contract Officers/Assistant Directors/Construction Officers (in Basic Scale—16 of T&T Engineering Branch).	(*i*) Diploma in Electrical/ Electoronics/ Telecommunications Engineering from a recognised Institute with 3 years experience in Telecommunications or Electronics/ Electrical Engineering field.	30 years @In the case of departmental candidates, who possess the qualifications mentioned against item (iii) of this schedule, the maximum age limit is 45 years.	20 years
2.	**Carrier and Wireless group**			
	Asstt: Engineers/Sub-Divisional Officers (in Basic Scale-16 of T&T Enginrreeing Branch).	OR (*ii*) Master's Degree from a recognised university in physics or applied physics or applied physics or Electronics or applied Mathematics. OR (*iii*) Bachelor's Degree with physics as a subject with two years experience in the field of Telecommunication or Electronics/Electrical Engineering.		

@Inserted *vide* D.G. T&T Notification No. S. 24-37/70-Vol. III (E) dated 8-1-1977.

APPENDIX No. 7-C

RULES FOR THE RECRUITMENT TO THE POSTS IN BASIC SCALE-16 IN THE "GENERAL" AND "CARRIER AND WIRELESS" BRANCHES.

(Dated 2-9-81)

**In pursuance of sub-rule (2) of Rules (3) of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the following method, qualifications and other conditions are laid down for appointment to the posts in Basic Scale-16 in the "GENERAL" and "CARRIER AND WIRELESS" Branches of T & T Engineering Branch of the Telegraph and Telephone Department :—

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following methods :—

(i) 75% of the posts shall be filled by promotion as per para 3 below and

(ii) 25% of the posts shall be filled by promotion of persons possessing Diploma in Engineering (henceforth called as Sub-Engineers) and persons possessing B.Sc.|M.Sc. Degree as per para 3 below.

CONDITIONS FOR PROMOTION

3. Promotion to the posts in Column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 and possess the qualifications and experience prescribed in column 3 :

"Provided that the posts reserved for diploma engineers and B.Sc.|M.Sc. degree holders *vide* para 2 (ii) above shall be filled on the basis of seniority-*cum*-fitness by promotion of Sub-Engineers who have obtained a post Matriculation 3 years Diploma from a recognised Poly-technic

****Vide** D.G. T&T O.M. No. E(I). 10-7/79 Dated 2-9-1981.

APPENDIX No. 7-C

Institute or hold B.Sc./M.Sc. degree and have 10 years service T&T Department and have passed the prescribed departmental examination for promotion to Basic scale 16 of T & T Department."

Name of the Post	Persons Eligible	Conditions for Eligibility
1	2	3
1. **General Group**		
Assistant Engineers/ Sub-Divisional Officers/Contract Officers/Assistant Directors Construction Officers (Basic Scale-16).	(a) Engineering Supervisors of General Group.	(i) Should be at least Matriculates. (ii) Should have completed 5 years service as Engineering Supervisors in T&T Department. (iii) Should have passed the qualifying examination for promotion to Basic scale 16 of T&T Engineering Branch as prescribed in D.G's Engineering Circular No. 1 of 19th May ,1959.
	(b) Sub-Engineers and B.Sc. M.Sc. degree holders of General Group.	(i) Should Possess Diploma in engineering or B.Sc./M.Sc. degree with Physics or Applied Physics or Electronics or Applied Electronics as a subject. (ii) Should have rendered 10 years services in T&T Department. (iii) Should have passed the qualifyng examination for promotion to Basic Scale-16 of T&T Engineering Branch as prescribed in D. G's Engineering Circular No. 1 of 19th May, 1959.
2. **Carrier & Wireless Group :**		
Assistant Engineers/ Sub-Divisional Officers (Basic Scale-16).	(a) Engineering Supervisors of Carrier and Wireless Group.	(i) Should be at least Matriculates. (ii) Should have completed 5 years service as Engineering Supervisors in T&T Department.

APPENDIX NO. 7-

1	2	3
		(iii) Should have passed the qualifying examination for promotion to Basic Scale-16 of T&T Engineering Branch as prescribed in D.G's Engineering Circular No. 1 of 19th May 1959.
	(b) Sub-Engineers and B. Sc./ M. Sc. degree holders of Carrier & Wireless Group.	(i) Should possess Diploma in Engineering or B.Sc./M. Sc. degree with Physics or Applied Physics or Electronics or Applied Electronics as a subject.
		(ii) Should have rendered 10 years service in T&T Department.
		(iii) Should have passed the qualifying examination for promotion to Basic Scale-16 of T&T Engineering Branch as prescribed in D.G's Engineering Circular No. 1 of 19th May, 1959.

Note :—Building Overseas/Head Draftsmen having a 3 years post matric diploma from a recognised Poly-technic Institute are also eligible for promotion the General Group provided they fulfil other conditions as prescribed in column 3 *viz.* (b) (ii) and (b) (iii).

4. This notification issues with concurrence of the Establishment Division and Federal Public Service Commission, and supersedes notification No. S. 24—37/70-Vol. III(E) dated 13th September, 1976 and subsequent notification of even number dated 8th January, 1977.

APPENDIX No. 8

(Referred to in rule 427)

RULES FOR THE APPOINTMENT TO THE POSTS OF ASSISTANT FOREMAN, EXAMINER, ESTIMATOR AND INSTRUMENT TESTER IN BASIC SCALE-II) IN TELEGRAPH AND TELEPHONE DEPARTMENT

No. E-30-18|75 dated 3-12-1979.

S. R. O. .—In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Assistant Foreman, Examiner, Estimator and Instrument Tester, all in Basic Scale-11 under the Ministry of Communications Telegraph & Telephone Department.

METHOD OF APPOINTMENT

2. " The 75% post of Assistant Foreman, Examiner, Estimator and Instrument Tester, all in Basic Scale-11 will be filled by direct recruitment. "

"25% of the posts of Assistant Foreman, Examiner Estimator and Instrument Tester, all in Basic Scale-11 will be filled by promotion. "

CONDITIONS FOR PROMOTION

3. Promotions to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 and possess the qualifications and experience prescribed in column 3.

Name of the posts	Persons eligible	Condition of eligibility.
1	2	3
Assistant Foreman, Estimator, Examiner, Instrument Tester, all in (Basic Scale-11).	Chargeman and Assistant Chargeman (Basic Scale-7).	At least 5 years service as Chargeman/Asstt. Chargeman and Clearance of (i) Practical Test on Machines and bench. (ii) *Viva Voce* in general Technical knowledge.

APPENDIX NO. 8

SCHEDULE

(*See* para 5)

Designation and grade of the post.	Qualifications and experience	Age limits	
		Maximum	Minimum
1	2	3	
Assistant Foreman, Examiner, Estimator, and Instrument Tester, all in Basic Scale-11.	Matric with 3 years Diploma in mechanical and subject to clearance of (i) Practical Test on Machines and bench. (ii) *Viva Voce* in General Technical knowledge.	30 years.	18 years.

N.B. (Encloser to Notification No. E. 30-18/75 date. 3-12-1979).

APPENDIX NO. 9

(Omitted-Relations Post Office)

APPENDIX NO. 9-A

A. RULES FOR THE APPOINTMENT TO THE POST OF PRIVATE SECRETARY TO THE DIRECTOR GENERAL TELEGRAPH AND TELEPHONE.

(Dated 2-3-1977)

S. R. O.—**In pursuance of Sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) rule 1973, the following method, qualifications and the conditions are laid down for the appointment to the post of Private Secretary to the Director General Telegraph & Telephone and *Ex-Officio* Additional Secretary to the Government of Pakistan in the Ministry of Communications.

METHOD OF APPOINTMENT

2. Recruitment to the post shall be made by promotion on the basis of selection from amongst Stenographers, who are permanent or eligible for confirmation as such in the Pakistan Telegraph & Telephone Dte-General.

3. If no suitable person is available for promotion to the post in the Pakistan Telegraph & Telephone Dte-General, the post shall be filled in by promotion from amongst the Stenographers employed in the Regional Offices of the said Department, who fulfil the condition laid down in para (2) above.

PROBATION

4. Persons appointed by promotion or direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of Civil Servants Act, 1973.

5. This notificatiin issues with the concurrence of the Establishment Division. *Vide* their O. M. No. 32/2/76. DV dated 26-3-1976.

****** *Vide* D.G. T&T O.M. No. E. 5-2/74 Dated 2-3-1977.

APPENDIX No. 9 B

B. RULES FOR THE RECRUITMENT/APPOINTMENT TO THE POSTS OF ASSTT. DIRECTOR|SECRETARY WIRELESS BOARD IN BASIC SCALE-16 IN T & T DIRECTORATE GENERAL.

(Dated 12-4-1977)

S. R. O.—**In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Trarnsfer) rules, 1973 the following method qualifications and other conditions are laid down for appointment to the posts of Assistant Directors|Progress Officer|Secretary Wireless Board of Basic Scale-16 under the Ministry of Communications Telegraph & Telephone Department.

METHOD OF APPOINTMENT

2. Recruitment to the posts shall be made by the following methods :—

(a) 75% of the posts shall be filled in by promotion from amongst the departmental candidates in Grade-14 in accordance with para 3 below, subject to the condition that 90% of the vacancies in the posts to be filled by promotion may be filled by promotion of Superintendents and 10% vacancies from Stenographers (Basic Scale).

(b) 25 per cent of the posts shall be filled in by the direct recruitment through Federal Public Service Commission in accordance with para 4 below :—

CONDITIONS FOR PROMOTION

3. Promotions to posts in column 1 below shall be made by selection on the basis of merit by the Departmental Promotion Committee from amongst the ministerial staff of the T & Dte-General who hold the posts shown under column 2, subject to the conditions laid down under column 3.

S.No.	Name of Posts	Persons eligible	Condition of Eligibil ty.
	(1)	(2)	(3)
1.	Asstt. Director	1. Superintendents	3 years service as Superintendent (Basic Scale-16) Stenographer (Basic Scale-16).
2.	Progress Officer	2. Stenographers (Basic Scale-16)	
3.	Secretary Wireless Board (Basic Scale-16).		

** *Vide* D.G T&T O.M. No. E. (1)38-15/76, dated 12-4-77.

APPENDIX NO. 9-B

QUALIFICATIONS EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT.

4. A candidate must possess the Educational Qualification and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this Notification :

Provided that the maximum age limit will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Budhist Community, recognised tribes of the Tribal areas, Azad Kashmir and the Northern Areas (District of Gilgit, Ghizar, Skardu, Diamir and Ghanche) in accordance with the instructions issued by the Establishment Division.

PROBATION

5. Persons appointed by promotion or direct recruitment shall be on probation for a period of one year which may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

6. This Notification issues with the concurrence of the Establishment Division *vide* its O.M. No. 32/10/76-DV dated 2nd April, 1977.

SCHEDULE

(*See* para 4)

S.No.	Designation and Grade of the Post	Qualifications and experience.	Age Limit	
			Maximum	Minimum
1.	Asstt. Director	(*i*) Graduates, Preference will be given to the holders of a degree or a Diploma in Public Administration. *and* (*ii*) Minimum three years experience in any Government or Semi-Govt. Organisation.	Maximum age limit relaxable for Govt. servants.	
2.	**Progress Officer.			
3.	Secretary Wireless Board in the T&T Dte-General (Basic Scale-16).			

**Re-designated as Asstt. Director.

APPENDIX NO. 9-C

C. RULES FOR THE APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR CIVIL DEFENCE IN T & T DIRECTORATE GENERAL.

(*Dated* 9-9-1975)

S. R. O.—**In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) rules, 1973 the following method qualification and other conditions are laid down for appointment to the post of Assistant Director (Civil Defence) in Basic Scale-16 under the Ministry of Communications (T & T Department).

METHOD OF APPOINTMENT

2. The post of Assistant Director (Civil Defence) in Basic Scale-16 will be filled in by promotion, failing which by the direct recruitment|transfer.

CONDITION FOR PROMOTION

3. Promotion to the post in column 1 below shall be made by selection from amongst the persons who hold the post specified in column 2 and possess the qualifications and experience prescribed in column 3.

Name of the Post	Persons eligible	Condition of eligibility
(1)	(2)	(3)
Assistant Director (Civil Defence) in (Basic Scale-16.).	Government Servants from Basic Scale 8 to 15.	(a) Bachelors' Degree from a recognised University. (b) Three year's experience in Civil Defence work including instructional duties in Civil Defence. (c) 1. Trained in three of the following Civil Defence Courses: (*i*) Civil Defence General Instructors' Course or Civil Defence Specialist Intsructors' Course in Warden/Rescue Service. (*ii*) Civil Defence Officers' Course General/Civil Defence Officers Course Administration and Organisation. (*iii*) Civil Defence Industrial Officers Course/Civil Defence Officers Course Industrial & Commercial Undertakings. (*iv*) Bomb Reconnaissance Course/ Incident Officers Course/Civil Defence Officers Course (Welfare) (*v*) Fire Officers Course.

****Vide** D.G. T&T O.M. No. S. 4-60/73-E, Dated 9-7-1975.

APPENDIX NO. 9-C

1	2	3
	(c)	2. Persons having passed any one of the following courses will be given preference :— (a) Officers Course Tactical. (b) Specialists Instructor's course casualty. (c) Chemical Biological & Radiological warfare course. (d) Camouflage Course. (e) Voucher Holder of lay lecturing in First Aid from St. Johan Ambulance Association.
	(d)	3. A candidate must not be more than 45 years of age, retaxable for Govt. Servants by five years.

QUALIFICATION|CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in the same grade in which the post to be filled exists, provided the person concerned possesses the qualifications experience prescribed for direct recruitment or promotion to the post concerned.

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT.

5. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification :—

Provided that the maximum age limit will be relaxed by three 3 years in the case of candidates belonging to scheduled castes, Budhists Community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Ghizar, Skardu Diamir and Ghanche) in accordance with the instructions issued by the Establishment Division.

PROBATION

6. Persons appointed by promotion or direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. *Appointment on probation shall be subject to the provision of Article 6* of Civil Servants Act, 1973.

7. This Notification issues with the concurrence of the Establishment Divison.

APPENDIX NO. 9-C

SCHEDULE

(*See* para 5)

S. No.	Designation and Grade of post	Qualifications & Experience	Age	
			35 Years	24 Years
			Max.	Minimum
1.	Assistant Director (Civil Defence) Basic Scale-16.	(a) A Bachelors Degree from recognised University. (b) Three years experience in Civil Defence work including instructional Duties in Civil Defence. (1) Trained in three of the following Civil Defence Courses : (i) Civil Defence General, instructor's Course or Civil Defence Specialists instructor's Course in Warden/Rescue Services. (ii) Civil Defence Officers Course General Civil Defence Officers Course Administration and Organisation. (iii) Civil Defence Industrial Officers Course/ Civil Defence Officers Course industrial and Commercial Undertakings. (iv) Bomb Reconnaissance Course/Incident Officers Course/Civil Defence Officers (Welfare). (v) Fire Officers Course. (2) Persons having passed any one of the following course will be given preference: (a) Officers Course Tactical. (b) Specialist instructors' Course Casualty. (c) Chemical Biological and Radiological Warfare Course. (d) Camouflage Course. (e) Voucher Holder of Lay lecturing in First Aid from St. john Ambulance Association.	35 years	24 Years

APPENDIX No. 9-D

D. RULES FOR THE RECRUITMENT TO THE POST OF PUBLIC RELATION OFFICER IN BASIC SCALE-16

(Dated 29-1-76)

**In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotions and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Public Relation Officer in Basic Scale-16 under the Ministry of Communications (Telegraph and Telephone Department).

METHOD OF APPOINTMENT

2. The post of Public Relation Officer in Basic Scale-16 will be filled by direct recruitment.

QULAIFICATION|EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT

3. A candidate must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification :

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to Scheduled castes, Budhist Community, Recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilglit, Ghizar, Skardu, Ghanche and Diamir), in accordince with the instructions issued by the Establishment Division.

PROBATION

4. Persons appointed by direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servant Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division.

**Vide D.G. T&T O.M. No. E. 2-5/74 Dated 29-1-1976.

APPENDIX NO. 9-D

SCHEDULE

(*See* para 3)

Designation and Grade of the Post.	Qualifications and Experience	Age limits	
		Maximum	Minimum
Public Relations (Officer in Basic Scale-16.	(i) Second Class Bachelor's degree from a recognised University ;	35 Years	25 Years
	(ii) Two years experience as a Public Relations Officer in a Government Department or an Autonomous Body, or as a working Journalist in an English Newspaper.		
	(iii) Professional qualifications in journalism will be prefered.		

APPENDIX NO-9 E

E.—RULES FOR THE APPOINTMENT TO THE POSTS OF ASSISTANT DIRECTOR (SECURITY) WELFARE EXAMINATION ADMINISTRATION/HOSTEL IN BASIC SCALE-16 IN REGIONS/ADMINISARATIVE UNITS.

(*Dated* 18-5-80)

S. R. O. **In pursuance of sub-rule (2) of Rules 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following methods, qualifications and other conditions are laid down for appointments to the posts of Assistant Director (Security)|Assistant Director (Welfare) Assistant Director (Examination)|Assistant Director (Administration) and Assistant Director (Hostel in Grade-16 in Regions Units of the T&T Department under the Ministry of Communications (Telegraph & Telephone).

METHOD OF APPOINTMENT

2. All the posts mentioned above in Basic Scale-16 will be filled by promotion and failing promotion, by direct recruitment, 10% of the vacancies shall be filled from amongst the Stenographers Basic Scale-16 and Basic Scale-15.

CONDITIONS FOR PROMOTION

3. Promotions to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 and possess qualifications and experience prescribed in column 3.

Sl. No.	Name of post	Persons eligible	Condition of eligibility
1	2	3	4
1.	Asstt. Director (Security) (Basic Scale-6)	(1) (i) Office Supdts. Basic Scale-11)	
2.	Asstt. Directors (Examinaion) (Basic Scale-16).	(ii) (a) Head Clerks (Basic Scale-11)	7 years service in (Basic ale-11) and above
3.	Asstt. Director (Welfare (Basic Scale-16).	(b) Head Clerks (Welfare) Basic Scale-11)	
4.	Asstt. Director (Hostel) (Basic Scale-16).	(2) (i) Selection Grade Stenographers Scale-16).	
5.	Asstt. Director (Administration (Basic Scale-16)	(ii) Stenographers (Basic-Scale-15).	

Note :—

(1) Head Clerks (Basic Scale-11) will be considered only if Office Superintendents (Basic-Scale-11) are not available.

(2) Stenographers (Basic Scale-15) will be considered only if Stenographers (Basic Scale-16) are not available..

** *Vide* D.G. T&T O.M. No. E(I).1-1/78 dated, 18-5-1980.

APPENDIX NO. 9-E

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to the Notification :

Provided that the maximum age limits will be relaxed by three years in the case of candidates belonging to Schedule Castes, Bhuddist Community, recognised Tribes of the Tribal Areas, Azad Kashmir, Northern Areas (District of Gilgit, Ghizr, Skardu, Ghanche and Diamir), in accordance with the instructions issued by the Establishment Division :

Provided further that for Government Servants who have completed at least 2 years servcie, maximum age limit may be relaxed by not more than 10 years.

Provided further that the prescribed conditions including qualifications, experience age limit etc., will be followed strictly but in cases the Commission is unable to find a suitable candidate with the prescribed qualification and the department has certified that it is inescapable to make the appointment, the Commission will have the discretion to relax the prescribed conditions including experience to the extent it may consider necessary to avoid failure.

PROBATION

5. Persons appointmented by promotion or direct recruitment shall be on probation for a period of one year. This period may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 Civil Servants Act, 1973.

6. This Notification issues with the approval of the Establishment Division and Federal Public Service Commission in terms of Rule 7 (b) of Federal Public Service Commission Ordinance, 1977.

APPENDIX NO. 9-E

SCHEDULE

Sl. No.	Designation and grade of the post	Qualifications and experience	Age limits	
			Maximum	Minimum
1	2	3	4	
1.	Asstt. Director (Welfare) (Basic Scale-16).	Second Class Master's degree with no experience.	35 years	21 years
2.	Asstt. Director (Security) (Basic Scale-16).	OR Graduate from a recognised University with three years experience)		
3.	Asstt. Director (Examination) (Basic Scale-16).			
4.	Asstt. Director (Hostel). Basic Scale-16).			
5.	Asstt. Director (Administration) (Basic Scale-16).	Note :—		
		(1) For the post of Assistant Director Welfare qualification of B.A., LL. B. or diploma in Social Welfare or Labour Laws is (necessary).		
		(2) Candiatets for the posts of Assistant Directors (Security) should have 5 years experience of Security work in a Supervisory Capacity.	In the case of retired/-relased officer of the armed forces of Pakistan Director (Security) age will be relaxed by 5 yers.	

N.B. (Enclosure to Notification (No. E (I) -1-1/78 dt. 18-5-1980.)

APPENDIX No. 10

(Omitted—Relates Post Office)

APPENDIX No. 10 A

A. RULES FOR APPOINTMENT TO THE POST OF SUPERVISOR (PUNCHING) IN GRADE 14 N.P.S./KEY PUNCH OPERATOR IN BASIC SCALE-9 N.P.S. IN TELEGRAPH AND TELEPHONE DEPARTMENT

(DATED 27-12-75)

**In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973 the following method, qualifications and other conditions are laid down for appointment to the post of Supervisor (Punching) in Grade 14 N.P.S./Key Punch Operator in Basic Scale-9 N.P.S. in the Pakistan Telegraph and Telephone Department.

METHOD OF APPOINTMENT

2. The posts of Supervisor (Punching)/ Key/Punch Operators will be filled in by recruitment in the ratio of 50 : 50 from amongst departmental and outside candidates. Vacancies for departmental candidates not filled by them will be filled in by outside candidates.

CONDITIONS FOR PROMOTION

3. Promotions to posts is column one below shall be made by selection from amongst the persons who hold the posts specified in column 2 and possess the qualifications and experience prescribed in column 3.

Name of post	Person Eligible	Conditions of Eligibility
1	2	3
1. Supervisor (Punching (in Basic Scale-14).	Key Punch Operators/ Verifiers.	1. 5 years experience in punching Verifying Operations. 2. Must have passed the Executive Computer Course or equivalent from a Computer Organisation.
2. Key Punch Operator Verifier in Basic Scale-9	Departmental staff in Bascic Scale-5 to 8)	1. Must be Matriculate having at least 5 years of service in any Telephone billing and accounting office in grade No. 5 or above. 2. Should pass an Aptitude test as prescribed by the Department.

QUALIFICATION/CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in the same Basic Scale in which the post to be filled exists, provided that the person concerned possesses the qualifications/experience prescribed for direct recruitment to the post concerned.

**Vide D.G. T&T O.M. No. E. 38-2/75 Dated 27-12-1975.

APPENDIX NO. 10-A

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

5. A candidate must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the schedule to this notification.

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to schedule castes, Bhuddist Community recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (District of Gilgit, Ghizar, Skardu, Diamir and Ghanche) in accordance with the instructions issued by the Establishment Division.

NOTE : (1) Candidate must be domiciled in the Region in which the appointment is to be made.

EXCEPTION : This does not apply to sons, daughters and dependents of the employees of the T&T department who may b eallowed to appear for selection in the particular recruiting unit in which the employee is serving or last served without the production of domicile certificate.

NOTE : (2) Outside candidates will be selected for appointment in order of merit provided that in respect of Key Punch Operators 15% of the vacancies available for outside candidates preference will be given to sons, daughters and dependents of the employees of the T&T Department. All vacancies to be filled by outside candidates will be subject to provincial and other quotas prescribed by the Federal Government in force at the time.

PROBATION

6. Persons appointed by direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be expended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the promotion must acquire a minimum speed of 10,000 depressions as Key Punch Operator|Verifier within a period of 2 months which will be treated as the period of probation for them.

APPENDIX NO. 10-A

SCHEDULE

(*See* Para 5)

S. No.	Designation and Grade of post	Qualifications and experience	Age limit in years	
			Min.	Max.
1.	Supervisor (Punching) (Basic Scale -14)	Essential. 1. Second Class Graduate with Mathematics/ Physics as one of the subjects. *2. Minimum three years experience in punching. **Preferable** 1. Passing the Aptitude Test for Programmer. 2. Supervisory experience and/or Punch/ Verify Operations.	22	30
2.	Key Punch Operator/ Verifier (Basic Scale-9).	**Essential** 1. Should have passed at least Matriculation examination of a recognised Board/ University or one of the equivalent examination in II Division. 2. Minimum speed of 10,000 depressions as Punch Operator/Verifier with accuracy. **Preferable** 1. Passing the System 360/370 Operator Training Course.	18	25

*(Amended *vide* D.G. T&T Islamabad Memo No. E-38-2/75 Dt: 9-8-77.

Note :—The name of the post Data Processing Supervisor has been substituted by "Supervisor (Punching) "*vide* Memo No. E-38-2/75-Dt : 9-8-1977.

APPENDIX No. 11

(Omitted-Relates Post Office)

APPENDIX No. 11-A

A. RULES FOR THE RECRUITMENT TO THE POST OF HEAD DRAFTSMAN BASIC SCALES-13 DRAFTSMAN (BASIC SCALE-11) TRACER (BASIC SCALE-5) AND BLUE PRINTER|FERRO PRINTER BASIC SCALE-3 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(DATED 15-4-80)

S. R. O. **In pursuance of sub-rule (2) of rule (3) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following methods, qualifications and other conditions are laid down for appointment of Head-Draftsman (Basic Scale-13) Draftsman (Basic Scale-11) Tracer (Basic Scale-5) and Blue-printer|Ferro-printer (Basic Scale-3) in the Telegraph and Telephone Department.

METHOD OF APPOINMENT

2. (a) 40% of the posts of Draftsman and Tracer shall be filled by promotion and 60% by direct recruitment.

(b) The posts of Head-Draftsman shall be filled by promotion. Provided that if no suitable person is available for appointment by promotion, the post shall be filled by direct recruitment.

(c) The posts of Blue-printer and Ferro-printer (Basic Scale-3) shall be filled by direct recruitment in accordance with para 4.

CONDITIONS FOR PROMOTION

3. Promotions to posts in column 1 below shall be made by selection on the basis of seniority-*cum*-fitness from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed on column 3.

S. No.	Name of posts.	Person eligible	Conditions of eligibility
	1	2	3
1.	Head-Draftsman (Basic Scale-13)	Draftsman (Basic Scale-11)	At least 5 years experience as Draftsman.
2.	Draftsman (Basic Scale-11)	Tracer (Basic-Scale-5)	At least 7 years experience as Tracer.
3.	Tracer (Basic Scale-5-)	Blue-printer/ Ferroprinter (Basic Scale-3)	At laxst 5 years experience as Blue printer/ Ferroprinter.

** *Vide* D.G.T&T O.M. No. E. (I) 1-2/78 Dated 15-4-1980.

APPENDIX NO. 11-A

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

4. Candidate must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification.

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognised tribes of Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit Ghizar, Skardu, Ghanche and Diamir) in accordance with the instructions issued by the Establishment Division :

Provided further that the maximum age limit will be relaxable by 10 years for Government Servants having 5 years service at their credit.

PROBATION

5. Persons appointed by promotion or direct recruitment shall be an probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of Civil Servants Act, 1973.

6. This notification issues with the concurrence of the Establishment Division *vide* O.M. 36/4/77-DV, dated 6th April, 1980.

SCHEDULE

(*See para* 4)

S. No.	Designation and grade of the post	Qualifications and experience	Age limits	
			Min.	Max.
	1	2	3	
1.	Head-Draftsman (Basic Scale-13)	(i) Matric with Diploma in Draftsmanship (3 years course) from a recognised Institution. (ii) Minimum experience of 5 years in Draftsman-ship.	24 years.	35 years
2.	Draftsman (Basic Scale -11).	(i) Matric with diploma in Draftsmanship (3 years course) from a recognised Institution.	18 years	25 years
3.	Tracer (Basic Scale-5)	(i) Matric. (ii) Drawing as a subject or experience of 2 years as a Tracer Apprentice.	18 years	25 years
4.	Ferroprinter/Blue-printer (Basic Scale-3).	One year s practical experience in Ferroprinting with knowledge of at least English alphabats.	18 years	25 years

N.B. Enclosure to Notification (No. E (I). 1-2-/78 dated 15th April, 1980.

APPENDIX No. 12

(Referred to in rules 508, 517, and 522).

RULES FOR THE RECRUITMENT TO THE POST OF BOY NAIB QUASID, NAIB QUASID IN TELEGRAPH AND THE TELEPHONE DEPARTMENT

PART I.—RULES FOR THE RECRUITMENT TO POST OF BOY NAIB QUASID IN ALL BRANCES OF TELEGRAPH AND TELEPHONE DEPARTMENT.

1. The selection of candidates for appointment to posts of Bay Naib Quasid in all Branches of the Pakistan Telegraph and Telephone Department will be made from juveniles :—

(i) Whose age at the time of selection is not less than 14 completed years and not more than 16 years ;

(ii) Who are able to read and write English numerals ;

(iii) Who are able to read and write at least one of the local Pakistan languages commonly used in the station in which they are recruited ; and

(iv) Whose parents or guardians reside at or near the place in which they are recruited.

Note.—1, ***Deleted.***

Note.—2. The fact that a boy has been allowed before selection to work temporarily as a boy Naib Quasid will give him no claim whatsoever to continue in such a post or hold it again without fulfilling all the above mentioned conditions.

2. The selection will be made by the Departmental Selection Committee—

(i) Periodically, as found convenient, before the actual appointment is required to be made ;

(ii) at the station where the boy Naib Quasid is required to serve ;

(iii) by holding a test in the ability of the candidate ;

(a) to read and write a local vernacular language and ;

(b) to read and write English letters and numerals ;

The selection will be subject to the strict observance of the orders inforce at the time regarding local recruitment of candidates and to preference being given to the sons of deceased, retired or serving officials of the Department unreserved.

3. The number of candidates to be selected is left to the discretion of the appointing officers. The waiting list of selected candidates should, however, be within reasonable limits with reference to the number of expected vacancies during the official year.

4. A register of selected boy Naib Quasid candidates will be maintained each appointing officer. The register will contain the following particulars :

(i) The names of the selected candidates arranged in the order in which they will be offered appointments. This order will be determined by the merit fixed by Departmental Selection committee, subject to the strict observance of orders and to preference to the sons of deceased, retired or serving officials of the department.

(ii) The name, address and occupation of the candidates's father, near relative or guardian.

(iii) The date of birth of each candidate.

(iv) Educational and other qualifications of the candidates.

(v) The initials of the appointing officer.

(vi) Aggregate periods of temporary employment as boy Naib Quasid during each calendar year (to be noted at the beginning of January).

(vii) Remarks on work and conduct including regularity attendance.

(viii) Date of permanent appointment as a boy Naib Quasid and particulars of the office or section to which appointed.

Note.—Item (vi), (vii) and (viii) will be filled in from time to time by the appointing officer.

5. Boy Naib Quasid will be employed on duties not involving monetary responsibility or the furnishing of security. They will ordinarily be employed at stations of which they or their parents or guardians are resident. Boy Naib Quasid may be employed in all posts in Basic Scale I which it is not essential to fill by an adult.

6. Uniforms will be supplied free to the Boy Naib Quasids on the scale and at the places sanctioned from time to time or allowance paid as the case may be.

7. *Deleted.*

8. *Deleted.*

9. *Deleted.*

10. Boy Naib Quasid on attaining the age of 18 may apply to the proper authority, through the officers under whom they are serving, for training for the purpose of appointment as linemen, if they fulfil the conditions laid down for such recruitment.

11. The services of a boy Naib Quasid may be dispensed will under efficiency and Discipline Rules at any time if his work or conduct or both are consistently unsatisfactory.

PART II

RULES FOR THE RECRUITMENT TO POSTS OF EMPLOYEES IN BASIC SCALE I IN ALL BRANCHES OF THE TELEGRAPH AND TELEPHONE DEPARTMENT.

1. Appointment to posts in Basic Scale 1 in all branches of the Telegraph and Telephone Department will be made in the same manner as for boy Naib Quasid.

2. When the number of boy Naib Quasid on the waiting list of a recruiting unit is found by the appointing officer concerned to be not sufficient to fill all vacancies, permanent and temporary, expected to occur during the calendar year, he will recruit on the recommendation of Departmental Selection Committee adult outside candidates whose age at the time of the recruitment is not less than 18 completed years and not more than 24 years and who are able to able pass the test laid down for boy Naib Quasid. No such candidate will be selected unless he has actually passed this test. The selection will also be subject to the strict observance of the orders in force at the time regarding local recruitment of candidates, and to preference being given to the sons of deceased retired and serving officials of the Department.

3. The number of adult outside candidates to be selected is left to the discretion of the appointing officer subject to the restriction that the number selected in any one calendar year does not exceed the difference between the number of expected vacancies during the Calendar year and the number of boy Naib Quasids on the waiting list.

4. An unqualified candidate, whether boy or an adult has been allowed to work temporarily on posts in Basic Scale I will have no claim whatsoever to continue or work again in such a post without fulfilling all the conditions applicable to such appointments.

5. A register of selected candidates for posts in Basic Scale I boy Naib Quasids and adult Naib Quasid will be maintained by each appointing officer.

The register will contain the following particulars :—

(i) The names of the candidates (boy Naib Quasids and adult Niab Quasid) awaiting appointment to posts in Basic Scale I in the recruiting unit to which the register relates. The names will be arranged in the order in which they should be offered appointments to the posts in Basic Scale I. This order will be determined by the Departmental Selection Committee on the following principles :—

(a) Boy Naib Quasids and adult outside candidates selected in the recruiting unit concerned in a particular Calendar year will rank

senior to all boy Naib Quasids and adult Naib Quasid selected in that unit in a subsequent year.

(b) *Deleted.*

(c) Boy Naib Quasids and adult Naib Quasids selected in the recruiting unit concerned in the same calendar year will have their names arranged in the order of merit fixed by the Departmental Selection Committee Subject to the strict observance of preference to the sons of deceased retired and serving officials of the department.

(d) *Deleted.*

(ii) Whether the candidate is a boy Naib Quasids or adult Naib Quasids.

(iii) Date of Birth.

(iv) Educational and other qualifications.

(v) The initials of the appointing officer.

(vi) Aggregate periods of temporary employment Basic Scale 1 during each calendar year to be noted at the beginning of January.

(vii) Remarks on work, conduct, attendance, etc.

(viii) Date of permanent appointment to posts in Basic Scale I and particulars or the officer or section to which appointed.

Note :—Item (vi), (vii) and (viii) will be filled in from time to time by the appointing officer.

6. All appointments to the posts in Basic Scale 1 both boy Naib Quasids and adult Naib Quasid in substantive vacancies, will be on probation for one year. Any candidate, who proves himself unsuitable during the period of probation will be reverted to his former post, or discharged from service, as the case may be whenever it is decided to hold this test the appointing officer concerned will notify the fact through the heads of offices concerned, to all eligible employees in Basic Scale 1 and qualified boy Naib Quasid employed in the same sub-divisional area. All those eligible employees in Basic Scale 1 and qualified boy Naib Quasids who volunteer for the test will be examined by the departmental Selection Committee and those who pass and are found fit in their work and conduct will be brought on waiting list for appointment to posts in Basic Scale.

2. In accordance with the rules laid down for recruitment to such posts.

7. *Deleted.*

8. Employees in Basic Scale 1 and 2 may also apply to the proper authority, through the officers under whom they are serving, for training for the purpose of appointment as linemen, if they fulfil the conditions laid down for such recruitment.

Part III deleted relates Post Office.

APPENDIX No. 12-A

Deleted.

APPENDIX No. 13

Deleted.

APPENDIX No. 13-A

A.—RULES FOR THE APPOINTMENT TO THE POST OF HEAD CLERK (WELFARE IN BASIC SCALE-11 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(Dated 1st March, 1977).

(The post of Welfare Inspector has been re-designated as Head Clerk (Welfare under D.G. T&T O.M. No. E. 40-5/80 dated 9th September, 1980).

**In pursuance of sub-para (2) of rule of 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following methods, qualifications and other conditions are laid down for appointment to the posts of Welfare Inspector in Grade-11 under the Ministry of Communications, Telegraph and Telephone Department.

METHOD OF APPOINTMENT

2. (a) The post of Welfare Inspector in Basic Scale-11 will be filled in by promotion.

(b) If a departmental candidate of the required qualification does not become available, the post will be filled by direct recruitment

CONDITIONS FOR PROMOTION

3. Promotions to the post in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 and possess the qualifications and experience prescribed in column 3, below :—

Name of the Post	Persons Eligible	Condition of Eligibility
Head Clerk (Welfare) (Basic Scale-11).	Employees in Grade-7 to 10 of the office in which the post is to be filled.	Must have completed not less than five years unblemished service in Basic Scale 7 to 10 in the office in which the post is to be filed.

NOTE.—A person having training in Social Welfare or a Certificate/Diploma from a recognised Social Welfare Organisation/Institute will be given preference.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

4. A candidate must possess educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to the Notification :

** *Vide*. D.G. T&T O.M. No. E (I)-38-6/76, Dated 1-3-77.

Provided that maximum age limits may be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist, Community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Area (Districts of Gilgit, Ghizar, Skardu, Diamir and Ghanche) in accordance with the instructions issued by the Establishment Division.

PROBATION

5. Persons appointed by promotion or direct recruitment shall be on probation for a period of one year which may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding six months as may be prescribed at the time of a appointment. Appointment on probation shall be subject to the provision of Article 6 of the Civil Servants Act, 1973.

6. This Notification issues with the concurrence of the Establishment Division *vide* their O. M. No. 5/30/63-DV dated 18th February, 1977.

SCHEDULE

S. No.	Designation and Grade of the Post	Qualifications and Experience	Age limits	
			Maximum	Minimum
1.	Head Clerk (Welfare) (Basic Scale-11).	Graduate from a Recognised University. *N.B.* Candidates possessing diploma in Social Welfare from a recognised Institute and experience in Social Welfare will be prferred.	25 years Relaxable for Government servants 30 years.	20 years

APPENDIX No. 13-B

B.—RULES FOR THE APPOINTMENT OF LIBRARIAN IN BASIC SCALE-11 IN TELEGRAPH & TELEPHONE DEPARTMENT

**In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 the following method, qualifications and other conditions are laid down for appointment to the post of Librarian in Basic Scale-11 under the Ministry of Communications Telegraph and Telephone Department.

METHOD OF APPOINTMENT

2. The post of Librarian in Basic Scale-11 will be filled in by direct recruitment in accordance with the recruitment policy prescribed by the Government from time to time.

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

3. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification :

Provided that the maximum age limit will be relaxed by three (3) years in the case of candidates belonging to scheduled castes, Buddhists community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (districts of Gilgit, Ghizar, Skardu, Ghanche and Diamir) in accordance with the instructions issued by the Establishment Division.

PROBATION

4. Persons appointed by direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provision of Article 6 of Civil Servants Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division.

SCHEDULE

Designation and Grade of post	Qualifications and Experience	Age	
		Maximum	Minimum
Librarian (Basic Scale-11).	(a) A Bachelor's Degree from recognised University. (b) Diploma in Library Science. (c) Experience as a Librarian in a Govt. office, School or College or any other Institute desirable.	30 years.	20 years.

** *Vide* D.G. T&T O.M. No. E. 37/4-75.

APPENDIX No. 13-C

C.—RULES FOR THE RECRUITMENT TO THE POST OF PHOTOGRAPHER IN BASIC SCALE-10 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(Dated 17-11-1975)

**In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Photographers in Basic Scale-10 under the Ministry of Communications Telegraph and Telephone Department.

METHOD OF APPOINTMENT

(2) The post of Photographer will be filled in by direct recruitment.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

3. A candidate must possess the following educational qualifications, experience and must be within the age limit as given below :—

Designat ion and Grade. post	Qualification & Experience	Age	
		Max.	Min.
Photographer(Basic Scale-10.	(a) Matriculation or equivalent qualifications from recognised Institute/University higher qualifications will be preferable. (b) Sufficient Knowledge of modern Photography is essential. (c) Considerable experience of Developing, Printing, enlarging etc. should be capable of taking indoor and outdoor Photographs of good quality.	30 years	20 years.

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to scheduled caste, Buddhists community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Chizar, Skardu Damir and Ghanche) in accordance with the instructions issued by the Establishment Division.

PROBATION

4. The appointment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provision of Article 6 of Civil Servants Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division.

****Vide** D.G. T&T O.M. No. E. 38-6/75, dated 17-11-75.

APPENDIX No. 14

(Referred to in rule 359).

RULES FOR THE RECRUITMENT TO THE POSTS OF TELEGRAPHIST/ TELEPRINTER OPERATOR AND TELEX OPERATOR BASIC SCALE-7 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(Dated 23rd April, 1980).

**In pursuance of sub-rule (2) of rule (3) of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and in exercise of the power conferred on the Director General, Telegraph and Telephone by Presidential order issued under Minister of Communications (Communications Division) No. 3 (25)/79-P&IC dated 30th May, 1979 the following method, qualifications and other conditions are laid down for appointment to the posts of Telegraphists/Teleprinter Operators and Telex Operators (Basic Scale-7) in the Divisions/Offices under the Telegraph and Telephone Department.

METHOD OF APPOINTMENT

2. Recruitment to the vacancies shall be made by the following methods :—

(i) 25% of the vacancies shall be filled in by promotion from amongst the Department candidates in accordance with para 3 below.

(ii) 75% of the vacancies shall be filled in by direct recruitment in accordance with para 4 below.

(iii) In making appointments to the posts from amongst outside candidates, preference will be given to the extent of 25% to sons/daughters, grand sons/grand daughters (Paternal and maternal), dependent brothers/ sisters, dependent sons/daughters or brothers and sisters.

CONDITIONS FOR PROMOTIONS

3. (i) Promotion to posts in column 1 below shall be made by selection through a departmental test from amongst the the persons who hold the posts specified in column 2 and possess the qualifications and experience prescribed in column 3 below :—

Name of the posts	Persons eligible	Condition of eligibility
1	2	3
Telegraphist/Teleprinter Operators and Telex operators (Basic Scale-7)	All employees of Telegraph & Telephone Department who hold the posts below (Basic Scale -7) in the Telegraph "Offices, Central Radio office and Electrical Division of the Region in which the post is to be filled in."	(a) Must not be over 30 years on 1st January, of the year in which the examination is held. (b) Must have completed not less than five years unblemished service in the department. Departmental candidates who are matriculate will be exempt from the length of service limit. (c) Must qualify the departmental written test, syllabus of which is given in Appendix-I;

** *Vide* D.G. T&T O.M. No. E. (i) 1-8-78 Dated 23-4-80.

The departmental test will be held once a year by the Appointing Authority and the number of candidates required in that year against the departmental quota will be selected in order of merit from amongst the qualified candidates of that year. Thereafter the appointing authority shall depute them to undergo the prescribed course of training in a Telecommunication Training School.

QUALIFICATIONS|EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

4. A candidate for direct recruitment must possess the educational qualification and experience and must be within the age limits as mentioned in the Schedule to this Notification.

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (District of Gilgit, Baltistan, Ghizar, Skardu, Diamir, and Ghanche) in accordance with the instructions issued by the Establishment Division.

COMPETITIVE EXAMINATION

5. The Head of each Region will hold once a year a Competitive Examination for recruitment of outside candidates to the posts of Telegraphists|Teleprinter Operators|Telex Operators (Basic Scale-7).

SYLLABUS

6. The Syllabus for the competitive examination mentioned in Rule 5 is given in Appendix-II.

SELECTION

The required number of candidates against the quota for direct recruitment will be selected in order of merit obtained in the competitive examination mentioned in Rule 5 and preference will be given to female candidates to the extent of 50% of the posts against the direct quota. In case required number of female candidates do not qualify, the remaining requirement will be filled by male candidates in order of merit.

TRAINING

The Appointing Authority will depute the candidates selected against the quota for direct recruitment and departmental promotion to undergo the prescribed course of training. If any candidates does not qualify the examination at the end of the training course in the first attempt he will be allowed a second chance to clear the said examination as a special case but he will lose his seniority to the successful officials of his batch. Direct recruits who fail in the second attempt will be removed from service while those who are departmental employees will be reverted to their original|substantive appointment.

"*** *Vide* D.G. T&T O.M. No. E. (D-1-8/78 dated 1-11-80."

APPENDIX NO. 41

PROBATION

9. On successful completion of training, the candidates (departmental and outside both) will be appointed on probation in the cadre to which they have been allotted. Their appointments on probation shall be subject to article 6 of the Civil Servants Act, 1973.

SENIORITY

10. Seniority in the cadre of Telegraphists/Teleprinter Operators and Telex Operators will be determined according to the order of merit obtained by the candidates in the Training School/Centres. Candidates recruited against departmental quota will rank senior as a batch over the direct recruits.

SCHEDULE
(*See* para 4)

Designation and grade of post	Qualifications and experience	Age limits	
		Maximum	Minimum
1	2	3	
Telegraphists/Telex Operator/Teleprinter Operators in /Basic Scale-7).	Matriculate or an equivalent qualification from a recognised Board of Secondary Education/University and must qualify the competitive examination, syllabus of which is given in Appendix-II.	25 years	17 years *Exception* : Departmental candidates referred to in column 2 table below para 3 (i) will be permitted to compete in the examination as outside candidates provided that they are not over 30 years of age and satisfy other conditions prescribed for direct recruitment.

E. (I) 1-8-78 dated 23-4-80.

Appendix I

SYLLABUS FOR QUALIFYING WRITTEN TEST FOR DEPARTMENTAL CANDIDATES FOR RECRUITMENT AS TELEGRAPHISTS/TELEX OPERATOR/TELEPRINTER OPERATORS.

1. ENGLISH		2 hours	Marks.
(a) Passage from a departmental publication to be copied out in a neat nand legible hand			
(b) Passage from a departmental publication or a circular to be translated in Urdu			75
(c) Composition in the form of a report to be drafted to an official superior			
(d) Dictation passage to be directed from a departmental publication.			25
2. Simple artithmatic mainly consisting of question of addition and subtraction, cross totalling and simple question of multiplication and Division, percentage and simple & compound interest		2 hours	100
3. Geography and General Knowledge		2 hours	..
(a) Geography with special reference to Pakistan			50
(b) General Knowledge (Question will be set on physical and commercial geography, Situation of countries, province, places, air sea and land routes of important places in foreign countries). ..			50

Note:— (1) The papers at 3 (1) & 3 (b) may be answered in Urdu.

(2) Paper in Geography and General Knowledge would also contain question with which officials would have to deal in the course of their duties.

(3) Minimum qualifying marks will be 33% in each paper.

Appendix II

SYLLABUS OF THE COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT

SYLLABUS OF THE COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT

1. ENGLISH		2 hours	Marks
(a) Composition			50
(b) General Intelligence test			50
2. Simple arithmatic upto and including compound interest and rule of proportion		2 hours	100
3. Geography with special reference to Pakistan		2 hours	100

Note:— (1) Questions will be set on physical and commercial Geography situtation of countries, provinces, places, air, sea, and land routes and situation of important places in foreign countries.

(2) Twenty percent of the marks in each of the subject will be reserved for neat-ness, legibility and good handwriting. Deduction will be made for slovenliness and bad hand-writing.

(3) Minimum qualifying marks will be 33 % in each paper.

File No. E (I)1-8-78 Dated 21-4-1970.

APPENDIX NO. 15

DISCIPLINE

(Referred to in rule 429)

RULES FOR THE RECRUITMENT AND TRAINING OF CANDIDATES FOR THE CADRE OF ENGINEERING SUPERVISORS

PART.—METHOD OF RECRUITMENT

1. These rule may be called the Engineering Supervisors Recruitment Rules.

2. For the purposes of these Rules :

(a) Director-General means the Director General of Posts and Telegraph Pakistan.

(b) Departmental candidate means :

(i) a Telegraphist.

(ii) a Telephone Inspector, including one who is employed as a Carrier or Repeater Attendant,

(iii) A Telephone Operator,

(iv) a Mistry,

(v) Repeater Station Assistant,

(vi) a clerk of the Telegraph Engineering Branch,

(vii) an Engine Driver of Assistant Engine Driver.

Note.—The minimum educational qualification for a departmental candidate is a pass in the matriculation or an equival an examination.

Note.—2.—Only such mistries as are holding the posts originally designated Telephone Macharies or Baudot and Siggnal Room Mechanics are eligible.

Note.—3. Wireless Operators are not eligible either as departmental or as outside candidates.

(c) Outside candidate means a candidate other than a departmental candidate Members of the staff of the department all other than those mentioned above are Outside candidates.

(d) Service means the Engineering Supervisors of the Pakistan Posts and Telegraphs Department.

3. (a) The Service shall be recruited by means of a competitive examination from the following sources :—

(i) By direct recruitment in accordance with Part II of these rules.

These rules were superseded by the Rules dated 24-3-1956 *vide* Appendix 15-K.

(ii) By recruitment of departmental candidates in times of war or national emergency within the limits of the Dominion of Pakistan.

4. *Percentage of vacancies.*—(i) 25 percent of the vacancies will be filled by departmental candidates and the remaining 75 percent by outside candidates.

(ii) If the number of departmental candidates who qualify is less than the number of vacancies available for such candidates, the remaining vacancies will be acced to the vacancies available for outside candidates.

5. *Place and date of Examination.*—A competitive examination for admission to the Service shall be held in Pakistan at such time and places at the Director General may prescribed by since issued through the Region Administrative Units Every such noice will, when possible, announce number of the candidate to be filled the thereself of the examination. Outside candidate must attend to their own expense.

6. *Subject a marks.*—Examinations under these Rules shall be conducted by the Director-General the manner prescribed in the regulations which form Appendix 15 (a) is these rules.

7. Fees Candidates must pay the prescribed fees (*See* Appendix 15 (B) No claim for refund of any of these fees will entrusted nor can they be held in reserve for subsequent examinations or selections.

8. *Re-examination of answer papers.*—No application from any candidate to have his answer papers re-examined and in such will be considered.

PART II.—DIRECT RECRUITMENT

9. *Applications.*—(i) A candidate must apply to be admitted to the examination before such date, in such manner and in such form as the Director General, Posts and Telegraph and may prescribe.

(ii) If a candidate is in the permanent service of Government he shall apply for admission to the examination through the proper official channel to the Head of the Circle in which his office is situated.

(iii) If a candidate is not in Government service or is Government service in a temporary capacity the time that he submits his application he shall apply to the Head of the Circle in which his parents reside at the time of submitting his

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The submission of applications by persons in Governments service is further governed by the Government Servants Applications for Post Central Services/Rules published with

(Railway Services)

Government of India, Home Department Notification No. F. 510/3
31 Ests No. F. 34 R.

Railway Department

R. I Railway Board

dated the 7th June, 1934 as amended from time to time and the corresponding rules made by Provincial Government,

application or have raised for a period of not less than three years in which the candidate himself resided otherwise than as a students, for a like period. A Government servant who is employed the permission of the Head Region of the office or department in which he is employed and attach it to the application. A list of the Circles is given in Appendix 15 (C).

10. *Status.*—A candidate must be a male and either :

(a) a british subject of Pakistan domicile, or

(b) a British subject of Indian domicile in whose favour a certificate of eligibility has been issued by the Government of Pakistan, or

(c) a ruler or a subject of a State which has acceded to Pakistan or a native of a tribal area or territory adjacent to Pakistan, provided that a rule as subject of a State which has acceded to Pakistan cannot be appointed unless he has obtained a declaration under sub-section (1) of section 262 of the Government of India Act, 1935, and must be in all respects suitable for appointment to that service.

11. A candidate must have attained the age of 17, and must not have attained the age of 24, on the first day of January of the year in which the examination is to be held. For Scheduled caste candidates, the Upper age limit is 27.

12. *Educational qualifications.*—A candidate must—

(i) have passed sections A and B of the Associate Membership examination of the Institution of Engineers (India), or any other educational qualifications recognized by the Institution as exempting from passing these sections, *vide* Appendix 15 (D) ; or

(ii) have obtained an Engineering degree of one of the Universities Mentioned in Appendix 15 (E) under the conditions prescribed in that Appendix ; or

(iii) have passed the Associateship examination of the City and Guids Institute (Imperial College of Science and Technology, South Kensington) in Civil Engineering ; or

(iv) have obtained a diploma of Faraday House, LONDON ; or

(v) have passed the Associate examination of the Bengal Engineering College in Mechanical Engineering ; or

(vi) have passed the Cambridge School certificate examination, Oxford School certificate examination of London Matriculation examination ; or

(vii) have passed the Intermediate or an equivalent examination of an Indian or Pakistan University with Physics or Mathematics as one of the subjects ; or

(viii) have obtained one of the diplomas in Engineering described in Appendix 15 (F) ; or

(ix) have successfully completed the first year's course of the three years degree course (with Physics or Mathematics as one of the subjects) of the Delhi University and who produce a certificate from the Principal of his College that his work during the year had been satisfactory and up to a reasonable standard ; or

(x) have passed the pre-Engineering or pre-Medical examination of the Delhi University with Physics or Mathematics as one of the subjects.

13. *Recommendations.*—No Recommendations, except those invited in the form of application, will be taken into consideration. Any attempt on the part of a candidate to obtain support for his application by other means will disqualify him for admission.

14. *Acceptance or rejection of application.*—(i) Head of Region/Units will examine the applications of outside candidates and if they find that any candidate does not fulfil the conditions laid down in rules 9 to 13 above, will reject his application.

(ii) Outside candidates employed in the Department will be selected by the Head of Region/Units after a securitiny of their confidential records. The Head of the Region/Unit will have full discretion to rejection the application of a candidate whose record is unsatisfactory.

(iii) Heads of Region/Unit will give candidates, whose application are rejected intimation of the fact.

15. *Reserved Vacancies.*—(i) Vacancies in the service which are filled otherwise than by Departmental candidates shall be apportioned in the ratio of 50.50 betweem candidates domiciled in East and Western Pakistan, and 6% of these vacancies so filled shall be reserved for the schedule castes.

(ii) Any reserved vacancies for which eligible candidates are not available will be offered to candidates in order of merit at the examination.

16. *Medical Examination.*—A candidate must be in good mental and bodily health, and free from any physical defect likely to interfere with the discharge of his duties as an officer.

A candidate who as a result to of the medical examination prescribed in Appendix (G) is found not to satisfy those requirements will not be appointed. Only Candidates who selected for training will be Physically examined.

17. *Agreement and Deposit.* (i) A successful candidate will be required, before the commencement of his training, to sign in the form laid down in Appendix 15 (J) a declaration to serve Government for a period of 5 years from the date of his appointment as terms of the declaration.

(ii)If the candidate has not completed 18 years period to the commencement of his training the declaration must also be signed by his father or legal guardian. As soon as the candidate has attained majority, he will be required to sign a separate declaration himself, the former one being cancelled.

(iii) The amount of security must be deposited in a Post Office Savings Bank and he security deposit account pledged to the Deputy Director General Telegraphs in accordance with the Saving Bank Rules. The pass book must be submitted to the Divisional Engineer Training who will forward the documents to the Deputy Director General (Telegraphs) for safe custody.

(iv) The refund of the security deposit will be authorised after the candidate has completed 5 years of service as Engineering Supervisor.

Note.—Permanent officials of the Pak T&T Department selected for Training are exempt from furnishing the security deposit and declaration.

PART II.—RECRUITMENT OF DEPARTMENTAL CANDIDATES

18. *Eligibility.*—(i) Departmental candidates who have not more than 7 years permanent service in their respective grades on the 1st of January of the year in which the examination is held will be eligible to appear for the competive examination.

(ii) The maximum limit of 7 years service may be relaxed by the Director General his discretion in individual cases.

N.B.—Temporary officials will be eligible to appear in the competitive examination as departmental candidates.

19. *Application and selection of Candidates.*—Candidates must fill in the prescribed application form and submit to the Head of the Region/Unit concerned. Heads of Region/Unit will select suitable candidates from the applications after a security of their congdential records. They will have full discretion to reject the application of a candidate whose record is unsatisfactory. Candidates whose applications are rejected will be duly informed.

20. *Filling of Vacancies.*—Vacancies available for departmental candidates will be filled by successful candidates strictly according to merit in the examination.

21. *Medical examination.*—Selected departmental candidates will be required to pass the physical examination prescribed in rule 16.

PART IV.—TRAINING

N.B.—The following course of training may be modified by the Director General if circumstances render this desirable.

22. *Duration.*—All selected candidates will be required to undergo a course of training extending over 15 months, divided as follows except that departmental telegraphist will be extended from the course of training referred to at II (ii) below :—

I In the Departmental Training class—

(i) 10 months theoretical training concluded by an examination.

(ii) one month preparing a practical project.

II. In the Telegraph Workshop.

(i) 3 months training concluded by a practical examination.

(ii) month in a departmental telegraph office for instructions in signal office routine.

23. *Syllabus of examination after training.*—The syllabus of the examination to be held at the end of the course of training in the departmental training class is given in Appendix 15 (H).

24. *Qualifying marks.*—The minimum qualifying standards for the examination will be 40 per cent of marks in each subject.

25. *Removal of unsuitable candidates.*—Any candidate who is found unsuitable at any stage of fails secure the minimum qualifying marks at any of the examinations will be liable to immediate removal from the class and will not be allowed to sit again for the entrance examination referred to in rule 5.

26. *Allowance during training.*—During the period of training, direct recruitments will receive pay in their respective scales *plus* the usual house rent allowance, if any, or Rs. 60 per mansem whichever is greater.

Officials of the Posts and Telegraphs Departmental other than departmental candidates defined in rule 2 (b) will draw the allowance granted to outside candidates, or the pay last drawn by them before joining the training class whichever is less.

PART V.—APPOINTMENT AND EMOLUMENTS

27. *Appointment.*—(a) On successful completion of the course of training a candidate will be appointed as an Engineering Supervisor on probation for one year subject to the existence of vacancies in that grade Employment as an Engineering Supervisor is not however guaranteed on the completion of the course of training.

(b) If the work or conduct of an Engineering Supervisors on probation is unsatisfactory or shows that he is unlikely to become officient he may be discharged forthwith.

(c) On the conclusion of his period of probation, if his work or conduct has been found to be unsatisfactory he may either be discharged from service or his period of probation may be extended for such further period as may be considered necessary.

28. *Seniority.*—For the purpose of determining the relative seniority in the cadre of Engineering Supervisors of those appointed at any one time, there will be two groups, *viz,* (i) departmental candidates and other members of the staff of the Department who were selected as outside candidates and (2) other outside candidates Seniority in each groups will be determined according to the total marks obtained by each at the final examination held on completion of training at the departmental training class but all candidate selected from group (i) will be given seniority over those in group (2) irrespective of the number of marks obtained in the examination. All the Engineering Supervisors appointed after one examination will rank senior to those appointed after a later examination. This seniority will not effect prejudicially the pay of departmental candidates which will be fixed according to rule 29.

29. *Pay and Allowances.*—(a) In the case of direct recruits and the departmental candidates was eligible for the revised rates of pay, the scale of pay for the cadre of Engineering Superviors will be Rs. 80—5—120—10—240 which is subject to revision on implementation of the recommendations of the Pakistan Pay Commission.

(b) Departmental telegraphists who were in service on the 18th April, 1927 and who are eligible for promotion to the rank of Engineering Supervisors will, on such promotion be brought on to the old scale of Rs. 80—5—100—10—250—20—350 (with an efficiency bar subjects to a mimimum of pay and special pay of Rs. 350.

APPENDIX No. 15 (A), 15 (B), 15 (C), 15 (D), 15 (E), 15 (F), 15 (G), 15 (H), 15 (J)

Deleted.

APPENDIX No. 15 (K)

(Referred to in rule 429)

RULES FOR THE RECRUITMENT AND TRAINING OF CANDIDATES FOR THE GRADE OF ENGINEERING SUPERVISORS IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(Dated 23-4-1956)

**The following rules are prescribed for the recruitment and training of candidates for the cadres of Engineering Supervisors, Repeater Station Assistants and Wireless Operators in the Pakistan Telegraph and Telephone Department in supersession of this Ministry's Resolution No. Pak. S-36-1|51, dated the 26th November, 1953.

SECTION A.—ENGINEERING SUPERVISORS

PART I.—METHOD OF RECRUITMENT

1. These rules may be called the Engineering Supervisors Recruitment Rules.

2. *Definitions.*—For the purpose of these rules—

(a) " Director General " means the Director General of Telegraph and Telephone Pakistan.

(b) " Service " means the Engineering Supervisors of the Pakistan T&T Department.

(c) " Departmental candidate " means—

(i) a Telegraphist working in Engineering branch for not less than a year,

(ii) a Telephone Inspector,

(iii) a Telephone, Telegraph or Teleprinter Mistry including an Engine Driver,

(iv) a Telephone Monitor,

(v) a Telephone Operator who has qualified in the Monitor's course,

(vi) a line Inspector,

** *Vide* D.G. T&T O.M. No. S. 36-1/51, dated 23-4-1956.

(1) Thes rules were superseded by the Rules dated 25-5-1963 *vide* Appendix 15-L.

(vii) a Sub-Inspector who has qualified on a Line Inspector's course,

(viii) a Repeater Station Assistant,

(ix) a Wireless Operator (Technical),

(d) An "outside candidate" means,—

(i) A rank outsider who fulfils the conditions laid down in Part-II of these rules.

(ii) A candidate belonging to either of the following categories of departmental staff who fulfils the conditions laid down for such staff in Part-II of these rules:

(a) a Telegraphist,

(b) a Telephone Operator|Monitor,

(c) a Mistry including an Engine Driver or an Assistant Engine Driver,

(d) a Repeater Station Assistant,

(e) a Wireless Operator,

(f) a Clerk of the Telegraph Engg: Branch.

3. (i) The service shall be recruited from the following sources:—

(a) By direct recruitment through competitive examination of outside candidates in accordance with Part-II of these Rules.

(b) By promotion of departmental Officials in accordance with Part-III of these rules.

(ii) The service will be liable for field service in times of war or national emergency within the limits of Pakistan.

4. Percentage of vacancies:

(i) In the general branch Telephones, Telegraph and Electrical—75% of the vacancies will be filled by outside candidates and the remaining 25% by departmental candidates.

(ii) In the Wireless and Carriers Branch, 50% of the vacancies will be filled by the outside candidates and remaining 50% by Departmental candidates.

(iii) Reservation of vacancies for Schedule Castes :—

In the vacancies filled otherwise than by departmental candidates, the following percentages are reserved for candidates belonging to Scheduled Castes, the remaining vacancies being filled by merit :—

Western Zone	...	...	...	... 1%
Eastern Zone	...	...	...	... 1%

Note.—If duly qualified schedule Caste Candidates are not available to fill the vacancies reserved for them the vacancies not filled by them will be returned as unreserved, and filled on merit.

(iv) If the number of qualified department candidates is less than the number of vacancies available for them, the remaining vacancies will be added to the vacancies will to the outside candidates and *vice versa.*

Note.—1. The Posts reserved for departmental candidates will be filled in first, which while those reserved for outside candidates filled in later.

Note.—2. If the required number of suitable candidates are not forthcoming from the prescribed zone, recruitment may be made from any other area at the discretion of the Director General, Telegraph and Telephone.

4A. Notwithstanding the provisions of rules 3 and 4, Government shall determine the method or methods to be employed for the purpose of filling any particular vacancies or such vacancies as may require to be filled during any particular period and the number of candidates to be recruited at any time.

PART II.—EXAMINATION AND RECRUITMENT

Outside Candidates

5. *Place and date of Examination.*—(i) A competitive examination for recruitment of outsiders to the service shall be held in Pakistan at such time and places as the Director General may prescribe by notice issued through the Region/Administration Unit. Every such notice will ordinarily announce the number of vacancies to be filled on the result of the examination. Candidates must attend at their own expense.

(ii) It will be open to the Director General to recruit a great or lesser number of candidates than the number advertised for recruitment.

6. *Subjects and Marks.*—Examination under these Rules shall be conducted by the Director General in the manner prescribed in the regulations which form Annex A to these Rules.

7. *Fees.*—Candidates must pay the prescribed fees (*See* Annex-B) No claim for a refund of any of these will be entertained, nor can they be held in reserve for subsequent examinations or selections.

8. *Re-examination of answer papers.*—No application from any candidate to have his answer papers re-examined will be considered.

9. *Applications.*—(i) A candidate must apply to the admitted to the examination before such date, in such from as the Director General may prescribe.

(ii) If a candidate is in the permanent service of Government he shall apply for admission to the examination through the proper official channel to the Head of the Region/Units in which his office is situated.

(iii) A Government servant who is employed in a temporary capacity should, however, before submitting his application, obtain in writing the permission of the Head of Region/Units, or Department in which he is employed and attach it to the application.

(iv) If a candidate is not in Government service at the time he submits his application he shall apply to the Head of Region/Units in which his parents have resided for a period of not less than three years at the time of his submitting his application, or in which the candidate himself resided for a like period, otherwise than as a student.

Note.—A list of the Head of Region/Unit is given in Annex-C.

Note.—Application from Government servants made under these rules, will be subject to the Government servant application for posts (Central services) Rules, 1953, issued under the Establishment Division Notification No. 2/52-II, dated 18th December, 1953.

10. *Status.*—A candidate for appointment to the service must be a male, and

(a) A citizen of Pakistan of a person domiciled in Pakistan or

(b) A person in whose case a declaration has been made under Section 262 of the Government of India Act, 1935.

11. *Age.*—(i) A candidate must have attained the age of 17 and must not have attained the Age of 24 years on the first day of January of the year in which the examination is held.

(ii) The Maximum age limit will be relaxed as follows :

(a) by three years in the case of Schedule Caste candidates and those belonging to the Tribal Areas of the North West Frontier and Baluchistan, the Frontier status (Amb, Swat, Dir and Chitral), Baluchistan State (Kalat, Lasbela, Kharan and Makran), Tribal Areas adjoining the Dera Gazi Khan District of the Punjab, Excluded Areas of

East Pakistan, Azad Kashmir State Territory Gilgit Agency and Baltistan, or those belonging to the Jammu and Kashmir States who have migrated to the said areas, or to any other part of Pakistan.

(b) In the case of a candidate with special technical qualifications in wireless and/or Carriers, the age limit will be relaxed by the Director General to the extent considered necessary in each case.

(iii) In the case of a candidate mentioned in Part-I Rule 2 (d) (ii) above the he must have not attained the age of 35, on the first day of January of the year in which the examination is held.

Note.—The term " Scheduled Castes " means any of the Caste mentioned in the Government of India (Scheduled Castes) Order, 1936 as in force in Pakistan. Candidates will be required to submit a certificate from the District Magistrate in support of their claim.

Note.—Only those candidates. who are permanent residents of the areas mentioned at (ii) (a) above and whose families have living in these areas, will be eligible for the concession, and in each case a certificate from the Political Agent or the Deputy Commissioner or the Ministry of Kasmir Affairs should be produced. Members of Tribes belonging to the Tribal Areas who have settled in the settled district will not be eligible of this concession.

12. *Educational Qualifications.*—A candidate must—

(i) have passed the Intermediate Science with Mathematics and Physics or an equivalent examination of Pakistani or Indian University or a Foreign University recognised by the Government ; or

(ii) have obtained on of the diplomas in Engineering prescribed in Annex-D.

(a) he must have passed the Matriculation examination.

(b) he must have to his credit at least 5 years service in his grade.

13. *Recommendations.*—No recommendations, except those invited in the form of application, will be taken into consideration. Any attempt on the part of a candidates to obtain support for his application by other means will disqualify him from admission.

14. *Acceptance or Rejection of Applications.*—(i) Heads of Region/Unit will examine the applications of all candidates and if they find that any candidate does not fulfil the conditions laid down in the Rules 9 to 13 above they are authorised to reject his application.

(ii) Heads of Region/Unit will give candidate whose applications are rejected, intimation of the fact.

15. Engineering Supervisors will be recruited on a Zonal basis there being two zones, one comprising the whole of West Pakistan and the other comprising the whole of East Pakistan. They will ordinarily remain in the zone in which they are recruited but are liable for service anywhere in Pakistan. They are also liable for field service in times of War or national emergency within the limits of Pakistan.

16. *Medical Examination.*—A candidate must be in good mental and bodily health, and free from any physical defect likely to interfere with the discharge of his duties, as an officer of the service. A candidate who, as a result of the medical examination, prescribed in Annex 'E', is found not satisfy these requirements, will not be appointed. Only candidates who are selected for training will be medically examined.

17. *Agreement and Deposit.*—(i) A successful candidate will be required, before the commencement of his training to sign in the form laid down in Appendix 'G', a declaration to serve Government for a period of five years from the date of his appointment as Engineering Supervisor and to deposit a sum of Rs. 50 as security for the due fulfilment of the term of the declaration.

(ii) If the candidate has not completed 18 years of age prior to the commencement of his training, the declaration must also be signed by his father or legal guardian. As soon as the candidate has attained the age of 18 years he will be required to sign a separate declaration himself, the former one being rendered invalid.

(iii) The amount of security must be deposited in a Post Office Savings Bank and in security deposit account pledged to the Deputy Director General (S and E.), in accordance with the Savings Bank rules. The pass book must be submitted to the Deputy Director General (S. & E.) for safe custody.

(iv) The refund of the security deposit will be authorised after the candidate has completed 5 years of service as an Engineering Supervisor.

PART III.—RECRUITMENT OF DEPARTMENTAL CANDIDATES

18. For filling the 25 per cent of the vacancies in the General and 50 per cent of the vacancies in the Wireless and Carrier Branches respectively, in accordance with rule 4, the following procedure will be applied for promotion of the departmental candidates :

(i) Normally selection will be made by the Heads of Circles on the recommendations of the subordinate units for Engineering Supervisor's course at the Training Centre in the section/sections in which the candidate has been ordinarily working and has had sufficient practical experience (*vide* Annex 'F').

(ii) On the successful completion of any of the courses appropriate to his branch, the candidate will be brought on a panel for selection to the Engineering Supervisors' cadre as and when vacancies occur in the particular branch section in accordance with rule 4.

(iii) The official when selected for such training must have atleast 10 years service to his credit (unless he has otherwise some special qualifications) and must not have attained the age of 40 years on the first only of January of the year on which the selection is made.

(iv) The minimum educational qualifications for a departmental candidate is a pass in Matriculation or he should have successfully completed an advanced departmental training course in his branch, entitling him for selection to a course specified in Appendix "F" to these rules.

(v) Rule 16 will apply to the departmental candidates as well for the medical examination.

PART IV.—TRAINING

19. (a) Outside candidates recruited through competition will have to undergo a course of theoretical and practical training in the department for a period of one year.

(b) Departmental candidates will undergo course at the Training Centre in the Sections in which they have been selected for a period of 10—16 weeks unless they have already had one or more of the courses indicated in Appendix 'F', entitling them for promotion to the service.

20. During subsequent year, all candidates will have to undergo courses as specified in Appendix 'F' at the Training Centre at the intervals, of approximately one year.

21. *Removal of unsuitable candidates.*—(a) An outside candidate who is found unsuitable at any stage will be liable to immediate removal from the department and will not be allowed to sit again for the entrance examination referred to in rule 5.

(b) A departmental candidate who is found unsuitable at any stage will be liable to immediate reversion to his substantive post.

22. *Allowance during training.*—During the period of training, direct recruits will receive an allowance of Rs. 100 per mensem. Departmental officials, whether coming through open competition or by direct selection, will draw their normal pay and allowances and usual house rent allowance, if any, or Rs. 100 per mensem, whichever is more.

PART V.—APPOINTMENT AND EMOLUMENTS

23. *Appointment.*—

(a) Appointment shall be made on probation for a period of one year.

(b) If, in the opinion of Government the work or conduct of an officer on probation is unsatisfactory, or shows that he is unlikely to become efficient, Government may discharge him forthwith.

(c) On the conclusion of his period of probation Government may con-

firm the officer in his appointment, or, if his work or conduct has in the opinion of Government been unsatisfactory, Government may either discharge him from the Service or may extend his period of probation for such further period as Government may think fit.

(d) If no action is taken by Government under sub-rule (b) or (c) of this rule, the period after the prescribed period of probation shall be treated as an engagement until further order.

24. If the work or conduct of such an Engineering Supervisor on probation is found to be unsatisfactory during the period of probation he will be immediately reverted to his substantive post, which will render him ineligible for any future selections or his probationary period will be extended for an appropriate period at the direction of the Director General.

25. *Seniority.*—(a) The relative seniority in the cadre of Engineering Supervisors of all those who are recruited at one time will initially be determined in accordance with the date of appointment as Engineering Supervisors in the section which they have qualified at the Training Centre.

(b) The *inter se* seniority of all the candidates appointed on a particular date will be fixed according to the total obtained at the training centre in the course/courses undergone from time to time, the ultimate seniority being fixed after they have completed the Engineering Supervisors final course (Supervising Officers Course) at the Training Centre, on the aggregate total of the marks obtained in all the specified courses.

(c) Candidates will only be eligible for appointment to the section/sections in which they have had a course/courses at the Training Centre after qualifying therein and their further promotions will ordinarily be confined to those sections only except when the Director-General decides otherwise.

26. *Pay and Allowances.*—(a) In the case of direct recruits, Telegraph Supervisors, Repeater Station Assistants and the departmental candidates who have elected the prescribed scales of pay, the scale of pay for the cadre of Engineering Supervisors will be Rs. 125—10—175—EB—10—275—EB—25/2—300.

(b) Telegraph Supervisors and Repeater Station Assistants who were in service on the 18th April, 1927 and who eligible for promotion to the rank of Engineering Supervisors and who have not elected the prescribed scales of pay will, on such promotion, be brought on to the old scale of Rs. 80—5—100—10—250—20—350 (with efficiency bar at the stage of Rs. 250) under F.R. 22 (1) (i) and will get a special pay of Rs. 40 subject to a maximum of pay and special pay of Rs. 350.

(c) Telegraph Supervisors and Repeater Station Assistants who entered the Department after the 18th April, 1927 and other departmental candidates who are entitled to the old rates of pay will be brought on the scale of Rs. 120—5—140—10—290—20—350 (with an efficiency bar at the stage of Rs. 290) under the Fundamental Rules and will not get any special pay.

APPENDIX NO. 15 (K)

SECTION B.—REPEATER STATION ASSISTANTS AND WIRELESS OPERATORS

1. The preamble and rules of Section A of these rules will apply to candidates selected for training and appointment as Repeater Station Assistants and Wireless Operators respectively except where they differ from the special rules given below :—

2. *Percentage of vacancies.*—25 per cent of the vacancies will be filled by Departmental candidates and remaining 75 per cent by outside candidates in these cadres.

3. *Prospects of service.*—The posts are superior and pensionable and the present scale of pay is Rs. 85—6—115—EB—15/2—175—EB—10—225. The Repeater Station Assistants and Wireless Operators are eligible for promotion to the cadre of Engineering Supervisors under rules and conditions which may be prescribed from time to time.

4. *Agreement and deposit.*—Before commencement of training candidates selected as Repeater Station Assistants and Wireless Operators will be required to make a deposit of Rs. 50 and sign declaration prescribed in rule 17 of section A except that the amount of security will be pledged to the Head of a P. & T. Circle from which they originally belong and not to Deputy Director General (S. & E.).

5. *Training.*—The theoretical and practical training of Repeater Station Assistants and Wireless Operators will be extended to 12 months. On successful competition they will be appointed as Repeater Station Assistant or Wireless Operators respectively.

6. *Allowances during training.*—During the period of training departmental candidates and the members of the staff of the department will draw their normal pay and allowances and house rent, if any, and direct recruits will get Rs. 60 per mensem as specified.

ANNEXURE 'A'

(Referred to in rule 6)

The subjects of the competitive examinations will be :—

	Marks
(1) English including General Knowledge	200
(2) Geography (a general) knowledge of the geography of the World and a detailed knowledge of the geography of India and Pakistan) ..	100
(3) Elementary Physics and Chemistry (Inter Science Standard)	150
(4) Practical Mathematics (2 papers) :—	
(a) Arithmetic, Algebra, Geometry, Trignometry and Mensuration ..	200
(b) Mechanics (Statics and Dynamics) and Graphics	150
Total ..	**800**

2. The qualifying marks in the examination will be 30 per cent in aggregate. Selection of Engineering Supervisors, Repeater Station Assistants and Wireless operators will be made strictly in order of merit.

3. From the marks assigned to candidates in each subject such deductions will be made as may be considered necessary in order to ensure that no credit is allowed for merely superficial knowledge.

4. If a candidate's handwriting is not easily, legible, a deduction will be made on this account from the total marks otherwise accruing to him.

5. Credit will be given for good, clear and lucid expression in all subjects of the examination.

ANNEXURE 'B'

(Referred to in rule 7)

Candidates must pay the following fees :—

	Rs.
(i) Application fee to be paid with the application form	5
(ii) Examination fee to be paid on election for admission to the written examination	25
(iii) Medical fee to be paid before the medical examination	16

Note.—Candidates who come under Rule 11 (*ii*) (a) and the Sheduled Caste candidates will be required to pay 1/4th of the fees prescribed in items (i) (ii) above.

2. The application and examination fees must be submitted with the application form.

3. The post office receipt for the application must be submitted with the application form.

4. The examination fee must be paid on receipt of a written order from the Head of the Circle and the post office receipt therefor produced before the examination is held.

5. The medical fee must be paid in cash to the Medical Board on receipt of a written order from the Head of the Circle and before the medical examination.

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ANNEXURE 'C'

(Referred to in rule 9)

Name of Circle	Official designation of Officer-in-charge	Headquarters
East Bengal	Postmaster-General ..	.. Dacca.
Northern Circle, West Pakistan ..	Postmaster-General ..	.. Lahore.
Norther Circle, West Pakistan	Postmaster-General ..	.. Karachi.

ANNEXURE 'D'

[Referred to in rule 12 (ii)]

Particulars of diploma	Name of institution granting the diploma
(a) Electrical Engineers	Vectoria Jubilee Technical Institute, Bombay Technical College, Dayalbagh, Agra.
(b) Mechanical and Electrical Engineering.	College of Engineering, Poona, Nadirshaw, Edulji Dinshaw Civil Engineering College, Karachi, Technical Institute, insein.
(c) L.E.E. or L.M.E. or L.A.E. ..	Government School of Technology, Madrass or Technological Diplomas Examination Board, Madrass.
(d) Overseer	Ahsanullah School of Engineering, Dacca, Thomason Civil Engineering College, Roorkee.
(e) Mechanical Engineering	Technical College, Dayalbagh, Agra.
(f) Civil Engineering	Technical Institute, Insein (Orissa' School of Engineering.
(g) Mechanical and Electrical Engineering (Specialised in Mechanical or Electrical Engineering) (Grade A).	Government Technical Institute, Gorakhpur, U.P. Government Technical Institute, Lucknow.
(h) Subordinate Civil Engineering ..	Bihar College of Engineering, Patna.
(i) Civil Mechanical or Automobile Engineering.	Government Engineering School, Nagpur.
(j) Mechanical, Electrical or Civil Engineering.	Kala Bhavan Technical Institute, Baroda.
(k) 'A' Class Diploma or 'B' Class certificate.	Meclagan Engineering College, Moghalpura, Lahore.
(l) Mechanical and Electrical Engineering.	College of Engineering and Technology, Jadavpur, Bengal.
(m) Electrical Technology	Nowrosjee Wadia College, Poona.
(n) B.E. (Mechanical)	Osmania University, Hyderabad.
(o) Electro Mechanics	Craik Technical Institute, Lahore.
(p) Mechanical, Electrical of Civil Engineering.	Mysore University.
(q) Do ..	Travancore University.

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ANNEXURE 'E'

(Referred to in rule 16)

Each candidate should be examined for physical fitness by a Medical Board who should be informed that a good constitution and active habits are essential qualifications for the post for which the person has been selected that, if appointed his future duties will render him liable to considerable exposure at all seasons of the year anywhere in Pakistan and that, he should be capable of riding 20 to 25 miles daily for continuous periods. The Medical Board should be asked clearly to state whether they consider the person examined capable of performing such duties.

ANNEXURE 'F'

SCHEDULE OF COURSES INDICATING THE ELIGIBILITY OF DEPARTMENTAL CANDIDATES FOR APPOINTMENT AS ENGINEERING SUPERVISORS

Substantive post of the candidate	Courses at the Training Centre	Eligibility for appointment
1. Mechanics, Telephone Inspectors ...	E. S. 2	E.S.P. for manual exchanges and Trunks.
2. Mechanics (auto-exchange;), Telephone Inspectors (Auto).	E.S. 3	E.S.P. for Auto exchanges.
3. Telephone Monitors	E.S. 3-B.	E.S.P. for Telephone Traffic.
4. Line Inspectors, Senior Sub-Inspectors of Lines who have taken a Line Inspectors course.	E.S. 4	E.S.T. for Lines.
5. Mechanies in Telegraph Offices ..	E.S. 5	E.L.S.
6. Repeater Station Assistants ..	E.S. 6	E.S. Carrier.
7. Wireless Operators (Technical) ..	E.S. 7	E.S. Wireless.
	E.S. 8	E.S. VHF.

Note. - Ordinarily the Engineering Supervisors are grouped into two branches :—

(i) E. S. Ps., E. S. Ts, and E. I.Ss. on the General side ;

(ii) E. S. Carrier, E. S. Wireless and E. S. VHF on the Wireless and Carrier side.

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ANNEXURE 'G'

FORM OF DECLARATION FOR CANDIDATES TO BE TRAINED AS ENGINEERING SUPERVISORS/REPEATER STATION ASSISTANTS/ WIRELESS OPERATORS.

I,.....son of.....
having been admitted on the.....day of.....19 ,
for technical training as a candidate for employment in the grade of Engineering Supervisors/Repeater Station Assistants/Wireless Operators in the Pakistan Telegraphs Department hereby of my own free will (*and with the consent of my father/guardian.....of.....
who has signed below in token of his agreement and acknowledgement on my behalf), declare and agree as follows :—

(1) I will undergo the full course of training extending over 12 months as prescribed or for such period as may be prescribed a competent authority ;

(2) I accept the terms and conditions of my training and of my future service on probation in and of the service generally in the grade of Engineering Supervisors/Repeater Station Assistants/Wireless Operators in the Department as laid down at present or as may be laid down from time to time.

(3) I will after the successful completion of my training serve the Department as an Engineering Supervisor/Repeater Station Assistant/ Wireless Operator for five years from the date of my appointment in the grade of Engineering Supervisors/Repeater Station Assistants/ Wireless Operators and during that period I shall not serve my connection with the Department unless I first obtain the consent of the competent authority ;

(4) I understand that my appointment in the said grade shall be on a temporary basis and that I shall be liable to have my service terminated at any time ;

(5) The sum of Rs. 50 deposited by me will remain with Government as security for the due fulfilment of the above conditions ;

(6) In the case of my removal from the training class or service on account of misconduct or unsuitability and in case of a breach by me of conditions (1) and (3), except owing to ill-health not brought on by my own carelessness or other cause not due to my fault or over which I have no control or my death, Government shall have full power to order forfeiture of the amount of security deposit and also the repayment of stipends drawn by me during the course of training.

(j) If upon completion of my training I am not appointed in the said grade of Engineering Supervisors/Repeater Station Assistants/Wireless Operators in the Department the said deposit of Rs. 50 shall then be returned, and if I am so appointed then the same shall be returned at the termination of my first five years of service.

*For minor, only.

.....

Signature of candidate.

Date :

I,.....father|guardian of the said confirm and agree to be bound by the above terms.

.....

Signature of father/guardian.

DATE :

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PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT

Application for admission to the examination for recruitment to the post of Engineering Supervisors/Repeater Station Assistants/Wireless Operators, 19 .

PASSPORT SIZE PHOTOGRAPH

(To be filled up in the candidaet's own hand writing and submitted to the Head of the Circle concerned)

1. Name in full (in block letters).

2. Province or State to which you belong ?

3. Are you employed in the P. & T. Department ?
If so, what capacity and on what date ?

4. Permanent Postal address in full. Any change of address should be communicated at once to the authority to whom the application was submitted.

5. (i) Exact date of birth ; and (ii) age on the 1st January, 19 .

6. Place of birth and Province or State in which it is situated.

7. State your :—

(a) Religion.
(If Christian, state denomination) (a) .....

(b) Community.
(If European or Anglo-Pakistani, state whether you are or are not of Pakistan Domicile). (b) .....

(c) Caste, Sect. (c) .....

(d) Are you a member of a Scheduled caste ?
(Answer Yes or No. If the answer is yes, give particulars). (d) .....

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8. Are you { a citizen of Pakistan ? *or* have been authorised by the President under Article 179 of the Constitution to be temporarily employed ?

Cancel the words which are not applicable

9. Is (or was) your father { A British subject ? A subject of a State which has acceded to India or Pakistan or has chosen to remain independent ?

10. (a) Your father s name and nationality.

(b) His address (if dead, give last address).

(c) His status and profession,

11. Did your father ever change his nationality? If so, give particulars.

12. *Name, in order, the schools you have attended since the age of 12, giving address and dates of entering and leaving. State any position of authority you held, and any distinction you attained in school work, games, school societies, etc.

13. *Name your University, College and Technical Institution. Give the dates of entering and leaving, state any degrees, honours, prizes or scholarships you have attained.

14. *Give the name, designation and addresses of the Officer of the University. College or Technical Institution and the names, profession and present addresses (in full) of the two referees, from whom you attach certificates of character [*vide* instructions 5 (iii) and 5 (iv)].

15. *If your time since leaving school or College is not fully accounted for by the replies given above, account for the remainder here with dates. If you have employers, state their names and addresses in full.

*These questions need not be answered by candidate, serving in the Posts and Telegraphs Department.

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16. †At which of the following places do you wish to attend for the examination :—

Rajshahi, Dacca, Lahore, Peshawar, Karachi and Quetta.

Note :—No request for a change in the place selected by the candidate will be entertained.

17. Give a list of the original documents or copies thereof attached to the application.

1.....

2.....

3.....

4.....

5.....

6.....

7.....

Declaratiom to be signed by the candidate.

I hereby declare that the statements in this application are true to the best of my knowledge and belief.

Date..... *Signature*.....

†Strike out the item which does **not** apply to you and retain only the one which applies to you.

APPENDIX NO. 15 (K)

FOR THE USE OF GOVERNMENT SERVANTS ONLY

[(*Vide* Instruction 2)]

CERTIFICATE BY THE HEAD OF DEPARTMENT OR OFFICE

Certified that Mr. ..... holds Substantively permanent / a temporary post under the Central/Provincial Government. His character so far as known to me, is good and his work suggests that he would be suitable for appointment if he is successful in the examination. I recommend that he be admitted to it.

Signature .....

Designation.....

Department.....

Date.....

THE FOLLOWING PORTION OF THE FORM WILL BE FILLED IN BY THE HEAD OF THE CIRCLE

The replies with the supporting documents being satisfactory the candidate may appear at the examination.

(Signed) .....
Head of Circle.

Date.....

The replies, with the supporting documents, are not satisfactory for the reason noted below and the candidate is not permitted to appear at the examination.

(Signed) .....
Head of Circle.

Date.....

APPENDIX No. 15 (L)

[1] RULES FOR THE RECRUITMENT OF CANDIDATES FOR THE CADRE OF ENGINEERING SUPERVISOR IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(DATED 25-5-1963)

**The following rules are prescribed for the recruitment and training of candidates for the cadre of Engineering Supervisors in the Pakistan Telegraph and Telephone Department in supersession of this Ministry's Resolution No. S. 36-1/51, dated the 23rd April, 1975.

ENGINEERING SUPERVISORS

PART I.—METHOD OF RECRUITMENT

1. These rules may be called the Engineering Supervisors' Recruitment Rules.

2. **Definitions.**—For the purpose of these rules—

(a) "Director General" means the Director General of Telegraph and Telephone, Pakistan.

(b) "Service" means the Engineering Supervisors of the Pakistan Telegraph and Telephone Department.

(c) "Departmental candidate" means—

The candidates who have at least 5 years' service in the Telegraph and Telephone Department and have undergone the prescribed course of training in the Regional Telecommunication Training Schools.

(d) An "outside candidate" means—

(i) A rank outsider who fulfils the conditions laid down in Part II of these rules.

(ii) A candidate belonging to either of the following categories of departmental staff who fulfils the candidates laid down for such staff in Part II of these rules.

(a) a Telegraphist,

(b) a Telephone Operator/Monitor.

(c) a Mistry including an Engine Driver or an Assistant Engine Driver,

(d) a Repeater Station Assistant,

**Vide* D.G. T. & T. O.M. No. S. 10-4/62, A. Dated 25-5-1963.

[1]These rules were superseded by the Rules dated 21-4-1972 *vide* Appendix 15-M.

(e) a Wireless Operator,

(f) a Clerk of the Telegraph Engg. Branch.

3. The service shall be recruited from the following sources :—

(a) By direct recruitment through competitive examination of outside candidates in accordance with Part II of these Rules.

(b) By promotion of departmental Officials in accordance with Part III of these Rules.

Note.—As a temporary measure, the Government of Pakistan have decided that the vacancies reserved for direct appointment may be filled on the basis of interview by a board at such time and such places as the Head of the Region may prescribe by notice, instead of on the basis of competative examination, until the existing vacencies have been filled in or a period of one year from the date of issue of these rules has expired, which-ever is earlier.

PERCENTAGE OF VACANCIES

4. (i) In the general branch Telephones, Telegraphs and Electrical 75% of the vacancies will be filled by outside candidates and the remaining 25% by departmental candidates.

(ii) In the Wireless and Carrier Branch, 50% of the vacancies will be filled by outside candidates and the remaining 50% by departmental candidates.

(iii) Reservation of vacancies for Scheduled Castes :—

In the vacancies filled otherwise than by departmental candidates, the following percentages are reserved for candidates belonging to Scheduled Castes, the remaining vacancies being filled by merit :—

Eastern Telecommunication Region	...	...	10%
Northern Telecommunication Region	...	...	1%
Southern Telecommunication Region	...	...	1%
Karachi Telecommunication Region	...	...	1%

Note.—If duly qualified Scheduled Caste Candidates are not available the vacancies reserved for them, the vacancies not filled by them will be treated as unreserved, and filled on merit.

(iv) If the number of qualified department candidates is less than the number of vacancies available for them the remaining vacancies will be added to the vacancies available to the outside candidates and *vice versa*.

Note.—1. The posts reserved for departmental candidates will be filled in first, while those reserved for outside candidates filled in later.

Note.—2. If the required number of suitable candidates are not forthcoming from the prescribed Region recruitment may be made from any other area at the discretion of the Head of Region.

4-A. Note-with standing the provisions of rules 3 and 4, Government shall determine the method or methods to be employed for the purpose of filling any particular vacancies or such vacancies as may require to be filled during any particular period and the number of candidates to be recruited at any time.

PART II.—EXAMINATION AND RECRUITMENT

Out-side Candidates

5. *Place and date of Examination.*—(i) A competitive examination/interview for recruitment of outsiders to the service shall be held in Pakistan at such time and places as the Head of Region may prescribe by notice. Every such notice will ordinarily announce the number of vacancies to be filled on the result of the examination|interview. Candidate must attend at their own expense.

(ii) It will be open to the Head of the Region to recruit a greater or lesser number of candidates than the number advertised for recruitment.

6. *Subject and Marks.*—Examination under these Rules shall be conducted by the Head of the Region in the manner prescribed in the regulations which form Annex. 'A' to these Rules.

7. *Fees.*—Candidates must pay the prescribed fee (*see* Annexure 'B') No claim for a refund of any of these will be entertained, nor can they be held in reserve for subsequent examinations or selections.

8. *Re-examination of answer papers.*—No application from any candidate to have his answer papers re-examined will be considered.

9. *Applications.*—(i) A candidate must apply to be admitted to the examination before such date, in such manner and in such form as the Head of the Region may prescribe.

(ii) If candidate is in the permanent service of Government he shall apply for admission to the examination through the proper official channel to the Head of the Region in which his office is situated.

(iii) A government servant who is employed in a temporary capacity should, however before submitting his application obtain in writing the permission of the head of the Office or Department in which he is employed and attach it to the application.

(iv) If a candidate is not in Government service at the time he submits his application he shall apply to the Head of the Region in which his parents have resided for a period of not less than three years at the time of his submitting application, or in which the candidate himself resided for a like period, otherwise than as a student.

Note.—1. A list of the Region is given in Annexure 'C'.

Note.—Application from Government Servants made under these rules, will be subject to the Government Servants' Application for posts (Central Services) Rules 1953, issued under the Establishment Division, Notification No. 2|25-SE. II, dated 18th December, 1983.

10. *Status.*—A candidate for appointment to the service must be a male and :

(a) a citizen of Pakistan domiciled in the Region in which he wishes to serve.

Exception.—This does not apply to sons and dependents of Telegraph and Telephone employees who may be allowed to appear in the examination in a particular Region in which the employee is serving or has last served without the production of a domicile certificate. In the case of dependents of those employees, the Head of Region shall satisfy himself that the employee is domiciled in the Region in which the candidate concerned *i.e.* his dependent seeks appointment.

Note. 1. If the required number of suitable candidates are not forthecoming from the prescribed Region, recruitment may be made from any other area of Pakistan at the discretion of the Head of Region.

Note. 2. A candidate who has married a person who is not a citizen of Pakistan shall not be eligible for appointment to the service.

OR

(b) a person who has been authorised by the President under Article 179 of the Constitution of the Republic of Pakistan to be temporarily employed.

11. *Age.*—(i) A candidate must have attained the age of 17 and must not have attained the age of 24 years on the 1st day of January of the year in which the examination is held.

(ii) The maximum age limit will be relaxed as follows :—

(a) by three years in the case of Scheduled Caste candidates and those belonging to the Tribal Area of the former North West Frontier and Baluchistan, the Frontier States (Amb, Swat, Dir and Chitral), Baluchistan States (Kalat, Lasbela, Kharan and Makran) Tribal Area adjoining the Dera Gazi Khan District of the Pusjab, Excluded Areas of East Pakistan, Azad Kashmir Territory, Gilgit Agency and Baltistan, or those belonging to the Jammu and Kashmir States who have migrated to the said areas, or to any other part of Pakistan.

(b) In the case of a candidate with special technical Qualifications in Wireless and/or Carriers, the age limit will be relaxed by the Director General to the extent considered necessary in each case.

(iii) In the case of a candidate mentioned in Part I, Rule 2 (d) (ii) above he must not have attained the age of 35, on the first day of January of the year in which the examination is held.

Note 1.—The term " Scheduled Castes " means any of the caste mentioned in the Government of India (Scheduled Castes) Order 1936 as in force in Pakistan. Candidates will be required to submit a certificate from the District Magistrate in support of their claim.

Note. 2.—Only those candidates, who are permanent residence of the areas mentioned at (ii) (a) above and whose families have been living in these areas, will be eligible for the concession, and in each case a certificate from the Political Agent or the Deputy Commissioner or the Ministry of Kashmir Affairs should be produced. Members of Tribes belonging to the Tribal Areas who have settled in the settled districts will not be eligible of this concession.

12. *Educational qualification.*—A candidate must :—

(i) have passed the Intermediate Science with Mathematics and Physics or an equivalent examination of Pakistan or Indian University or a foreign University recognised by the Government or.

(ii) have obtained one of the diplomas in Engineering prescribed in Annex. 'D'.

(iii) in the case of a candidate mentioned in rule 2 (d) (ii) Part I above,

(a) he must have passed the Matriculation Examination.

(b) he must have to his credit at least 5 years service in his grade.

13. *Recommendations.*—No recommendation, except those invited in the form of application, will be taken into consideration. Any attempt on the part of a candidate to obtain support for his application by other means will disqualify him from admission.

14. *Acceptance or rejection of application.*—(i) Head of the Region will examine the applications of all candidates and if they find that any candidate does not fulfil the conditions laid down in the Rules 9 to 13 above they are authorised to reject his application.

(ii) Head of the Region will give candidate whose applications are rejected, intimation of the fact.

15. (a). Engineering Supervisors shall be recruited for service within the respective Region. An Engineering Supervisor is ordinarily liable to transfer within the Region to which he has been recruited, but in special circumstances he may be called upoi at any time to proceed to any place in Pakistan on service. He is also liable to Field Service in time of war or national emergency within the limits of Pakistan.

(b) Vacancies in the services of those offices of the Department which serve the need of whole of Pakistan shall be filled in from amongst the persons of the various Regions in accordance with the Establishment Division O. M. No. 25/10/50-SE-I, dated 6th October, 1950 and O. M. No. 25/28/50-SE-I, dated 22nd January, 1952 and supplementary instructions issued from time to time.

16. *Medical examination.*—A candidate must be in good mental and bodily health, and free from any physical defect likely to interfere with the discharge of his duties, as an officer of the service. A candidate who, as a result of the medical examination, prescribed in Annex. 'E' is found not to satisfy these requirements, will not be appointed. Only candidates who are selected for training will be medically examined.

17. *Agreement and deposit.*—(i) A successful candidate will be required, before the commencement of his training, to sign in the form laid down in Appendix 'G' a declaration to serve Government for a period of five years from the date of his appointment as Engineering Supervisor and to deposit a sum of Rs. 50 as security for the due fulfilment of the term of the declaration.

(ii) If the candidate has not completed 18 years of age prior to the commencement of his training, the declaration must also be signed by his father or legal guardian. As soon as the candidate has attained the age of 18 years, he will be required to sign a separate declaration himself, the former one being rendered invalid.

(iii) The amount of security must be deposited in a Post Office Savings Bank and the security deposit account pledged to the Deputy Director General (S&E), for safe custody.

(iv) The refund of the security deposit will be authorised after the candidate has completed 5 years of service as an Engineering Supervisor.

PART III.—RECRUITMENT OF DEPARTMENTAL CANDIDATES

18. For filling the 25% of the vacancies in the General and 50% of the vacancies in the Wirless and Carrier Branches respectively in accordance with rule 4, the following procedure will be applied for promotion of the departmental candidates :

(i) Normally selection will be made by the Head of the Region on the recommendations of the subordinate units for Engineering Supervisor's course at the Training Centre in the section|sections in which the candidate has been ordinarily working and has had sufficient practical experience (*vide* Annex. 'F').

(ii) On the successful completion of any of the courses appropriate to his branch, the candidate will be brought on a panel for selection to the Engineering Supervisors' cadre as and when vacancies occur in the particular branch|section in accordance with rule 4.

(iii) The minimum educational qualifications for a departmental candidate is that he should have successfully completed an advanced departmental training course in his branch, entitling him for selection to a course specified in Annex. 'F' to these rules.

PART IV.—TRAINING

19. (a) Outside candidates recruited through competition will have to undergo a course of theoritical and practical training in the department for a period of about one year.

(b) Departmental candidates will undergo course at the Training Centre in the Sections in which they have been selected for a period of 10—16 weeks unless they have already had one or more of the courses indicated in Appendix 'F' entitling them for promotion to the service.

20. During subsequent years all candidates will have to undergo courses as specified in Annex. 'F' at the Training Centre at the intervals of approximately one year.

21. *Removal of unsuitable candidates.*—(a) An outside candidate who is found unsuitable at any stage will be liable to immediate removal from the department and will not be allowed to sit again for the entrance examination referred to in rule 5.

(b) A departmental candidate who is found unsuitable at any stage will be liable to immediate reversion to his substantive post.

22. *Allowance during training.*—During the period of training, direct recruits will receive an allowance of Rs. 100 per mensem. Departmental officials, whether coming through open competition or by direct selection, will draw their normal pay and allowances and usual house rent allowance if any, or Rs. 100 per mensem, whichever is more.

Note.—The Training Allowance is being revised and will be notified separately.

PART V.—APPOINTMENT AND EMOLUMENTS

23. *Appointment.*—(a) Appointment shall be made on probation for a period of one year.

(b) If, in the opinion of Government the work or conduct of an officer on probation is unsatisfactory, or shows that he is unlikely to become efficient Government may dicharge him forthwith.

(c) On the conclusion of his period of probation Government may confirm the officer in his appointment, or, if his work or conduct has in the opinion of Government been unsatisfactory, Government may either discharge him from the service or may extend his period of probation for such further period as Government may think fit.

(d) If no action is taken by Government under sub-rule (b) or (c) of this rule the period after the prescribed period of probation shall be treated as re-engagement until further orders.

24. If the wrok or conduct of such an Engineering Supervisor on probation is found to be unsatisfactory during the period of probation, he will be immediately reverted to his substantive post, which will render him ineligible for any future selections or his probationary period will be extended for an appropriate period at the direction of the Director General.

25. *Seniority.*—(a) The relative seniority in the cadre of Engineering Supervisors of all those who are recruited at one time will initially be determined in accordance with the date of appointment as Engineering Supervisors in the section in which they have qualified at the Training Centre.

(b) The interse seniority of all the candidates appointed on a particular date will be fixed according to the total marks obtained at the training centre in the course|courses undergone from time to time, the ultimate seniority being fixed after they have completed the Engineering Supervisors final course (Supervising Officers Course) at the Training Centre on the aggregate total of the marks obtained in all the specified courses.

(c) Candidates will only be eligible for appointment to the section/sections in which they have had a course|courses at the Training Centre after qualifying therein and their further promotions will ordinarily be confined to those sections only except when the Director General decides otherwise.

26. *Pay and allowances.*—(a) In the case of direct recruits, Telegraph Supervisors, Repeater Station Assistants and the departmental candidates who have elected the prescribed scales of pay, the scale of pay for the cadre of Engineering Supervisors will be Rs. 265—15—335—20—395.

(b) Telegraph Supervisors and Repeater station Assistants who were in service on the 18th April, 1927 and who are eligible for promotion to the rank of Engineering Supervisors and who have not elected the prescribed scales of pay will, on such promotion, be brought on to the old scale of Rs. 80—5—100—10—250 (with efficiency bar at the stage of Rs. 250) under F. R. 22 (I) (i) and will get a special pay of Rs. 40 subject to a maximum pay and special pay of Rs. 350.

(c) Telegraph Supervisors and Repeater Station Assistants who entered the Department after the 18th April, 1927 and other departmental candidates who are entitled to the old rates of pay will be brought on the scale of Rs. 120—5—140—10—290—20—350 (with an efficiency bar at stage of Rs. 290) under the Fundamental Rules and will not get any special pay.

APPENDIX NO. 15 (L)

ANNEX. 'A'

(Referred to in rule 6)

The subjects of the competative examination will be—

	Marks
(1) English including General knowledge	200
(2) Geography (a general knowledge of the Geography of the World and a detailed knowledge of the geography of India and Pakistan	100
(3) Elementary physics and Chemistry (Inter Science Standard)	150
(4) Practical Mathematics (2 papers) :—	
(a) Arithmetic, Algebra, Geometry, Trignometry & Mensuration	200
(b) Mechanics (Statics and Dynamics) & Graphics	150
Total ..	800

2. The qualifying marks in the examination will be 30 per cent aggregate Section of Engineering Supervisors, will be made strictly in order of merit.

3. From the marks assigned to candidates in each subject such deductions will be made as may be considered necessery in order to ensure that no credit is allowed for merely superficial knowledge.

4. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

5. Credit will be given for good, clear and lucid expression in all subjects of the examination.

ANNEX 'B'

(Referred to in Rule)

Candidates Must Pay the Following Fees

	Rs.
(i) Application fee to be paid with the application form	5.00
(ii) Examination fee to be paid on selection for admission to the written examination	25.00
(iii) Medical fee to be paid before the medical examination	16

Note : 1. Candidates who come under Rule 11 (ii) (a) and the scheduled caste candidates will be required to pay 1/4th of the fees prescribed in items (i) & (ii) above.

Note : 2. The examination fee prescribed in items (i) and (ii) is being revised and will be notified seperately.

2. The application and examination fees must be submitted with the application form.

3. The post office receipt for the application form must be submitted with the application form.

4. The examination fee must be paid on receipt of a written order from the Head of the Region and the post Office receipt therefore produced before the examination is held.

5. The medical fee must be paid in cash to the Medical Board on receipt of a written order from the Head of the Region and before the medical examination.

APPENDIX NO. 15 (L)

ANNEXURE 'C'

(Referred to rule 9)

Name of Region	Official Designation of Officer Incharge	Headquarter
Eastern Telecomm. Region	General Manager.	Dacca.
Northern Telecomm. Region	General Manager.	Lahore.
Southern Telecomm. Region	General Manager.	Karachi.
Karachi Telecomm. Region.	General Manager.	Karachi.

ANNEX 'D'

(Referred to in rule 12 (ii)

Particulars of Diploma	Name of Institution Granting the Diploma
(a) Electrical Engineers	Victoria Jubilee Technical Institute Bombay. Technical College, Dayalbagh Agra.
(b) Mechanical & Electrical Engineering	College of Engineering, Poona, Nadirshaw, Edulji Dinshaw Civil Engineering College, Karachi. Technical Institute, Insein.
(c) L.E.E. or L.M.E. or L.A.E.	Government school of Technology, Madras or Technological Diplomas Examinatio.. Board, Madras.
(d) Overseer	Ahsanullah school of Engineering, Dacca. Thomason Civil Engineering College, Roorkee.
(e) Mechanical Engineering	Technical College, Dayalbagh Agra.
(f) Civil Engineering	Technical Institute, Insein. Orissa School of Engineering.
(g) Mechanical & Electrical Engineering (Specialised in Mechanical or Electrical Engineering) (Grade A).	Government Technical Institute Gorakhpur U.P Government Technical institute, Lucknow.
(h) Subordinate Civil Engineering	Bihar College of Engineering Patna.
(i) Civil Mchanical or Automobile Engineering.	Government Engineering School Nagpur.
(j) Mechanical, Electrical or Civil Engineering	Kala Bhavan Technical Institute, Baroda.
(k) 'A' Class Diploma or 'B' Class Certificate.	Meclagan Engineering College, Maghalpura, Lahore.
(l) Mechanical & Electrical Engineering	College of Engineering and Technology Jadavpur Bengal.
(m) Electrical Technology	Nowrosjee Wadia College, Poona.
(n) B.E. (Mechanical)	Osmania University, Hyderabad.
(o) Electro Mechanics	Craik Technical Institute, Lahore.
(p) Mechanical, Electrical or Civil Engg.	Mysore University.
(q) Ditto	Travancore University.
(r) Electrical Technology or Radio/Electronic Technology	Poly Technique Institute, Karachi, Dacca and Rawalpindi.

ANNEXURE 'E'

(Referred to in rule 16)

Each candidates should be examined for physical fitness by a Medical Board who should be informed that a good constitution and active habits are essential qualifications for the post for which the person has been selected that, if appointed, his future duties will render him liable to considerable exposure at all seasons of the year any-where in Pakistan and that he should be capable of riding 20 to 25 miles daily for continuous periods. The Medical Board should be asked clearly to state whether they consider the person examined capable of performing such duties.

ANNEX 'F'

Schedule of courses indicating the eligibility of departmental candidates for appointment as Engineering Supervisors.

	Substantive post of the Candidate	Course at the Training Centre	Eligibility for appointment
1.	Mechanics, Telephone Inspectors	E. S. 3	E.S.P. for manual exchanges & Trunks
2.	Mechanics (Auto-exchange), Telephone Inspectors (Auto).	E. S. 3	E.S.P. for Auto Exchange
3.	Telephone Monitors	E. S. 3-B.	E.S.P. for Telephone Traffic.
4.	Line Line Inspectors, Senior Sub-Inspectors of Lines who have taken a line Inspectors course.	E.S. 4	E.S. 1. for Lines.
5.	Mechanics in Telegraph Offices	E.S. 5.	E. L. S.
6.	Repeator Station Assistants	E.S. 6.	E.S. Carrier.
7.	Wireless Operators (Technical)	E. S. 7 E. S. 8.	E. S. Wireless E. S. VHF.

Note :—Ordinarily the Engineering Supervisors are grouped into two branches :—

(i) E.S.Ps., E.S.Ts., and E.I.Ss. on the General side ;

APPENDIX No. 15 (M)

RULES FOR THE RECRUITMENT TO THE POSTS OF ENGINEERING SUPERVISORS IN TELEGRAPH AND TELEPHONE DEPARTMENT

(*Dated* 21-4-1972)

**The following rules for requirement to the posts of Engineering Supervisors in the Pakistan Telegraph and Telephone Department are published for general information. These rules supersede all previous rules and instructions on the subject.

****Vide** D.G. T & T Memo No. A-29/1/72 Dated 21-4-1972.

APPENDIX NO. 15 (M)

PART I.—GENERAL

1. These rules may be called the Engineering Supervisors Recruitment Rules.

2. In these rules, unless the context otherwise requires :

(a) "Government" means the President, or a person authorised by the President to make appointment to the post of Engineering Supervisor.

(b) "Department" means Pakistan Telegraph and Telephone Department.

(c) "Director General" means the Director General of Pakistan Telegraph and Telephone Department.

(d) "Head of the Region" means the General Manager/Directors of the respective Regions.

(e) "Post" means the post of Engineering Supersivor of the Pakistan T & T Department (and includes Traffic Supervisors of Trunk/Local Exchange).

(f) "Departmental Candidate" means a candidate belonging to any of the following categories of the employees of the department who has at least 5 years service in his respective cadre on the first day of January of the year in which the recruitment is made :—

(i) Telecommunication Technicians working in different trades of the Department ;

(ii) Telephone Operators/Monitors who have qualified TO-2 Course

(iii) Teleprinter Operators/Teleprinter Assistants/Testing Telegraphists who have qualified TL-3 Course ;

(g) "Direct appointment" means appointment made otherwise than by promotion or transfer from another service/Post/Department.

3. *Method of recruitment.*—Recruitment to the post shall be made by the following methods :—

(a) by direct appointment (by selection through interview/competitive examination as the case may be) in accordance with Part II of these rules.

(b) by promotion of departmental candidates in accordance with Part III of these rules.

4. *Reservation of posts.*—(i) 50% of the posts shall be filled by direct appointment.

(ii) The remaining 50% posts shall be filled by promotion of departmental candidates.

(iii) If the number of qualified departmental candidates is less than the number of posts available for them the remaining vacancies will be filled by direct appointment and *vice versa.*

(iv) Promotion against the departmental quota shall be made first and the posts reserved for direct appointment shall be filled in later.

(v) Preference will be given to sons and dependents of the employees of the department to the extent of 25% of the vacancies against the quota reserved for direct appointment subject to their qualifying the examination.

5. (i) Engineering Supervisors shall be recruited for service within the respective Regions. The number of candidates to be recruited from any Region will be fixed according to the vacancies available in that Region.

(i) The list of Recruiting Regions is given in Annex. 'A'. Vacancies of other units not included in the list will be filled by Engineering Supervisors drafted from the Recruiting Regions served by them as shown in Part-II of Annex. 'A' to these rules.

PART II.—RECRUITMENT BY DIRECT APPOINTMENT

6. (i) The candidates having post-Matric three years Diploma in Electrical/Radio|Telecommunication Engineering|Electronics|Air-conditioning from any Polytechnic Institute recognised by Government will be selected by interview after the vacancies have been intimated to the Employment Exchange (s) and advertised in the leading newspapers of the respective Regions (s).

(ii) If required number of candidates do not become available as a result of selection accordance with Sub-rule 6 (i) above the remaining vacancies will be filled through a competitive examination which will be open to such candidates who have passed Intermediate Science with Mathematics and Physics or an equivalent examination of education Board/Universities of Pakistan or of a foreign country.

(iii) The Interview/Examination shall be held by the Heads of Regions at such time and place as may be prescribed by them. It will be open to the Head of the Region to recruit a greater or lesser number of candidates than a number advertised for recruitment.

7. (a) Vacancies in the post (s) to be filled by direct appointment shall be filled on Regional basis in accordance with Establishment Division O.M. No. 25/68/50-SEI dated 22nd January 1952.

(b) If any vacancy cannot be filled on account of non-availability of a suitable candidate of the Region for which the vacancy is reserved, it should be carried over to the share of the Region concerned and filled from that Region in the next recruitment.

(c) Subject to the provisions of sub-rule (a) of this rule 1% vacancies shall also be reserved for the scheduled castes candidates in each Region.

8. *Subjects and marks.*--The subjects and the qualifying marks for competitive examination shall be as contained in Annex. 'B' to these rules.

9. *Status.*—(i) A candidate for appointment to the post must be a male and citizen of Pakistan domiciled in the Region in which he wishes to serve. He will be required to produce a domicile certificate along with the Application Form.

(ii) A candidate who has married a person who is not a citizen of Pakistan shall not be eligible for appointment to the post but if any candidate marries an Indian National after obtaining the permission of Government he shall be regarded as eligible for appointment.

10. *Age.*—(i) A candidate must except as provided in rule 10 (ii) and 10 (iii) below, be not less than 17 years and not more than 24 years of age on the 1st day of January of the year in which the Interview/examination is held.

(ii) The maximum age limit may be relaxed by three years in the case of candidates belonging to :—

(a) Schedule Caste and Buddhist Community.

(b) The recognized Tribes who are permanent residents in the areas mentioned below and whose families have been living in those areas.

Pakistan

1. Quetta Division.

2. Kalat Division.

3. Las Bela District.

4. Tribal areas of D. I. Khan, Peshawar and Malakand Divisions.

5. Former Excluded (Baluch) area forming part of the Dera Ghazi Khan District.

6. Former tribal areas of Mardan and Hazara Districts.

7. Nasirabad Sub-Division.

8. Upper Tanawal area of Hazara District.

(c) The State of Jammu and Kashmir who live either in Pakistan or in the Azad Kashmir Territory, the Gilgit Agency or Baltistan, and the permanent residents of the Azad Kashmir Territory, the Gilgit Agency and Baltistan.

Note 1.—A candidate who claims to belong to a Schedule Caste or the Buddhist Community will be eligible for the relaxation of age limit on production of a certificate in support of his claim from the District Magistrate or Political Agent or Deputy Commissioner as the case may be.

Note 2.—Tribal candidates will be eligible for the relaxation mentioned at (b) above on production of a certificate from the Deputy Commissioner or the Political Agent concerned.

Note 3.—The relaxation of age limit for persons belonging to the area mentioned at (c) will be admissible to a candidate who produces a certificate from the Kashmir Affairs Division, Government of Pakistan.

(iii) The maximum age limit may also be relaxed as follows :—

(a) In the case of the employees of the Department who are candidates for recruitment by direct appointment, the upper age limit will be relaxed by a maximum of 10 years.

(b) In the case of candidates with special technical qualification in Wireless or Carriers, the age limit will be relaxed to the extent as considered justified in each case.

11. *Applications.*—(i) A candidate should apply to the respective Head of the Region before such date, in such form and manner and pay such fees as the Head of Region may prescribe.

(ii) All Government servants who fulfil the conditions laid down in these rules. shall be eligible for admission to the Interview/Examination. If permitted to compete by the competent authority in their Department/Office. They should apply through the proper official channel to the Head of Region concerned.

12. *Medical Examination.*—A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of the duties. A candidate who, after such medical examination as Government may prescribed, is found not to satisfy these requirements, shall not be appointed.

13. *Training.*—(i) Selected candidates will be required to undergo at the Departmental Training Institute a prescribed course of training for a period of 18 months (12 months theoretical plus 6 months practical) which can, however, be increased or decreased by orders of the Director-General.

(ii) After completion of the prescribed training the candidates will be examined by the Training Institute the result of which will determine their merit A candidate is required to obtain at least 40% qualifying marks in each subject, failing which he will be treated as disqualified for appointment. A candidate who does not appeal in the examination due to some resonable excuse will be allowed to appear in the supplementary examination.

(iii) Any candidate who is found unsuitable at any stage will be liable to immediate removal from the training and will be disqualified for appointment.

14. *Appointment.*—(i) On successful completion of training a candidate will be appointed on probation for a period of one year.

(ii) If the work or conduct of an official on probation is found to be unsatisfactory he will be discharged forthwith.

(iii) On satisfactory conclusion of his period of probation the official will be eligible for confirmation as and when a clear vacancy occurs.

(iv) If no action is taken under sub-rule (ii) or (iii) of this rule, the period after the prescribed period of probation shall be treated as temporary engagement until further orders.

PART III.—RECRUITMENT BY PROMOTION

15. Promotion to the posts reserved for departmental candidates *vide* rule 4 (ii) shall be made in accordance with the following procedure :—

(i) Departmental Promotion Committee (*vide* Appendix 35 to this Volume) will select candidates, on seniority-*cum*-fitness basis from amongst the persons holding the posts mentioned in rule 2 (f) of these rules including those deputed to other Regions/Units, and will send them to the Training Centre for training in Engineering Supervisor's Courses appropriate to the Section (s) as prescribed in Annex. 'C'. The training in each course will be for a period of 9 months in case of General Branch and 12 months in case of Carrier and Wireless/Microwave branches, which can, however, be increased or decreased by orders of the Director-General.

(ii) The trainees after completion of the course will be examined by the Training Centre and the names of qualified candidates will be intimated to the Regions concerned.

16. (i) On successful completion of the courses appropriate to their respective sections, the candidates will be brought on a panel to be maintained Section-wise and in the order of their original seniority, and will be appointed as Engineering Supervisors on probation for a period of one year as and when a vacancy occurs in the respective Section against the quota fixed for the departmental candidates.

(ii) If the work of conduct of the official on probation is found to be unsatisfactory, he will be reverted to his substantive post.

(iii) On satisfactory conclusion of his period of probation the official will be eligible for confirmation as and when a clear vacancy occurs.

(iv) If no action is taken under sub-rule (ii) or (iii) of this rule, the period after the prescribed period of probation shall be treated as temporary engagement in the Engineering Supervisors' Cadre until further orders.

17. Departmental candidates will be exempted from the medical examination provided they have already been medically examined.

18. No person shall have any claim for promotion as a matter of right.

ANNEXURE 'A'

(Referred in rule 5 and 15)

I. LIST OF REGIONS AUTHORISED TO RECRUIT ENGINEERING SUPERVISORS

Sl. No.	Name of the Region	Official designation of head of the Region
1.	Southern Telecom. Region, Karachi	General Manager
2.	Karachi Telecom. Region, Karachi	General Manager
3.	Overseas Telecom. Region, Karachi	General Manager
4.	General Telecom. Region, Lahore	General Manager
5.	Lahore Telephone Region, Lahore	General Manager
6.	Islamabad Telecom. Region, Islamabad	General Manager
7.	Northern Telecom. Region, Peshawar	General Manager.
8.	Western Telecom. Region, Quetta	General Manager.

APPENDIX NO. 15 (M)

II. LIST OF OTHER REGIONS/UNITS DRAFTING TECHNICAL STAFF FROM THE RECRUITING REGIONS

Sl. No.	Name of Regions/Units	Recruiting Regions to provide Technical Staff
1.	Director, M/Wave & H/F (Dev), KR	STR/OTR/WTR.
2.	Director, Electronic Telex Exchange, Karachi	OTH/STR/KTR.
3.	Divisional Engineer, RTTS, Karachi	KTR/STR/OTR
4.	Stores Depots located in KTR/STR/WTR.	KTR/STR/OTR/WTR.
5.	Director, C.C.C., Lahore.	CTR/STR/NTR/WTR.
6.	Divisional Engineer, RTTS, Lahore	CTR/LTR.
7.	Stores Depots located in LTR/CTR	LTR/CTR.
8.	Director M/Wave (Dev), Islamabad	CTR/ITR/NTR.
9.	Stores Depots located in ITR /NTR	ITR/NTR.
10.	Divisional Engineer, RTTS, Rawalpindi	ITR.
11.	Divisional Engineer, RTTS, Peshawar	NTR/ITR.
12.	Divisional Engineer, RTTS, Sukkur	STR.
13.	Dte-General, Islamabad/Director, T.S.C., Haripur/Director, T.R.C., Haripur/Director, Central Telecom. Research, Laboratory, Islamabad/Director (NWD), Islamabad.	All the Recruiting Regions.

ANNEXURE 'B'

(Referred to in Rule-8)

1. The competitive examination shall consist of the following subjects :

Subjects

(i) English including General Knowledge .. .. 200 Marks.

(ii) Mathematics (2 papers) :

(i) Arithmetic, Algebra, Geometry, Trigonometry & Mensuration .. 200 Marks.

(ii) Mechanics (Statistics & Dynamics) and Graphics (Inter Sc. Standard) .. 150 Marks.

(iii) Elementary Physics & Chemistry (Inter Science Standard) .. .. 150 Marks.

2. The qualifying marks in the examination will be 30% in each paper with an overall aggregate of 40%. Selection of Engineering Supervisor will be made in order of merit.

APPENDIX NO. 15 (M)

ANNEXURE 'C'

(Referred to in rule 15)

I. SCHEDULE OF COURSES PRESCRIBED FOR DEPARTMENTAL CANDIDATES

Post Held by Candidate	Sections	Course	Eligible for Appointment
1. Technician (External).	(i) Overhead lines Cables. (ii) Subs offices equipment P.B. Xs.	E.S.-1	as E.S.T. or as E.S.P. (Ext)
2. Technician (Internal).	(i) Exchange equipment auto Telex & Gentex. (ii) Trunk technical S.T.D.	E.S-2	as E.S.P. (Auto) or as E.S.P. (Trk. Tech).
3. Technician (Electrical) TPA/TTL.	(i) Telegraph Office equipment and Teleprinter. (ii) Power Plant, Electrical Installation and Air Conditioning.	E.S-3	as E.S. Electrical.
4. Technician (Carrier).	(i) Carrier & V.F.T. System. (ii) Coasial Cable & System.	E. S-4	as E.S. Carrier
5. Technician (Radio).	(i) Radio Transmitter and Receiver. (ii) TOR & Radio Terminal,	E. S-5	as E.S. (Radio).
6. Technician (Microwave and Satellite).	(i) Microwave VHF. (ii) Satellite.	E.S-6	as E.S. (Microwave and Satellite).
7. Telephone Monitor.	(ii) Trunk Traffic and Testing.	E.S-7	as E.S. Trunk (Traffic).

APPENDIX No. 16

(Referred to in rule 457)

RULES FOR THE RECRUITMENT TO THE POST OF TELEPHONE OPERATOR IN BASIC SCALE-7 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(DATED 23-4-1980)

In pursuance of the sub-rule (2) of rule (3) of the Civil Servants (Appointments Promotion and Transfer) Rules, 1973, and in exercise of the Powers conferred on the Director General, Telegraph and Telephone by Presidential order issued under Ministry of Communications (Communications Division) No. 3 (25)/79-P & IC. dated 30th May, 1979, the following method, qualifications and other conditions are laid down for appointment to the posts of Telephone Operators (Basic Scale-7) in the Division/Offices under the Telegraph & Telephone Department.

METHOD OF APPOINTMENT

2. Recruitment to the vacancies shall be made by the following methods :—

(i) 50% of the vacancies shall be filled in by promotion from amongst Departmental candidates in accordance with para 3 below.

(ii) 50% of the vacancies shall be filled in by direct recruitment in accordance with para 4 below.

(iii) In case, required number of qualified Departmental candidates are not available for promotion, the vacancies left unfilled from the 50 % reserved quota of Departmental candidates, shall be filled by out side candidates and *vice versa.*

Note :—Composition of the cadre are a whole will be maintained/adjusted on the basis of the prescribed quotas in subsequent recruitments.

(iv) In making appointments to the posts from amongst outside candidates, preference will be given to the extent of 25% to sons/daughters, grandsons/granddaughters (Paternal and Maternal), dependent brothers/sisters and dependents sons/daughters of brothers and sisters.

Vide D.G. T&T O.M. No. E(D)1-8/78, dated 23-4-80.

APPENDIX NO. 16.

CONDITIONS FOR PROMOTION

3. (I) Promotion to posts in column 1 below shall be made through a Departmental examination from amongst persons who hold the posts specified in column 2 and experience prescribed in column 3 :—

Name of post	Persons eligible	Condition of eligibility
(1)	(2)	(3)
Telephone Operator Basic Scale-7	Departmental officials below Basic Scale-7 in the Engineering Division in which the post is to be filled.	(*i*) Must have completed not less than five years unblemished service. Departmental candidates who are Matriculate will be exempt from the length of service limit. (*ii*) Must qualify the departmental written test, syllabus of which is given in Annexure-I to this Appendix.

The departmental test will be held once every year by the Appointing Authority and the number of candidates required in that year against the Departmental quota will be selected in order of merit from amongst the qualified candidates of the year. Thereafter, the Appointing Authority shall depute them to undergo the prescribed course of training in a Telecommunication Training School.

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT

4. A candidate for direct recruitment must possess the educational qualification and experience and must be within the age limits as mentioned in the Schedule to this Notification. The Head of Region/District will generally hold a competitive examination once a year :

Provided that the maximum age limit will be relexed by 3 years in the case of candidates belonging to Schedule Castes, Budhist Community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Baltistan, Ghizar, Skardu, Diamir, and Ghanche) in accordance with the instructions issued by the Establishment Division.

5. *Competitive Examination.*—The Head of each Region will hold once a year a competitive examination for recruitment of outside candidates to the posts of Telephone Operators (Basic Scale-7).

6. *Syllabus.*—The syllabus for the competitive examination mentioned in Rule 5 is given in Annexure-II to this Appendix.

7. *Selection.*—The required number of candidates against the quota for direct recruitment will be selected in order of merit obtained in the competitive examination mentioned in Rule 5 and preference will be given to female candidates to the extent of 50% of the posts against the direct quota. In case required number of female candidates do not qualify, the remaining requirement will be filled by male candidates in order of merit.

8. *Training.*—The Appointing Authority will depute the candidates selected against the quota for direct recruitment and departmental promotion to undergo the prescribed course of training. If candidates does not qualify the examination at the end of the training course in the first attempt he will be allowed a second chance to clear the said examination as a special case but he will lose his seniority to the successful officials of his batch. Direct recruits who fail in the second attempt will be removed from service while those who are departmental employees will be reverted to their original/substantive appointment.

9. *Probation.*—On successful competion of training, the candidates (departmental and outside both) will be appointed as Telephone Operators on probation in the Office/Divisions to which they have been allotted. Their appointment, on probation shall be subject to article 6 of the Civil Servants Act, 1973.

10. *Seniority.*—Seniority in the cadre of Telephone Operator will be determined according to the order of merit obtained in the training course at the Training School/Centres. Candidates recruited against departmental quota will rank senior as a batch over the direct recruits.

SCHEDULE

[*See* para 2]

Designation and grade of the posts	Qualifications and experience	Age Limits	
		Maximum	Minimum
1	2	3	
Telephone Operators (Basic Scale-7)	Matriculate or an equivalent qualification (from a recognised Board of Secondary Education/ University and must qualify the competitive examination, syllabus of which is given in Appendix-II.	25 Years EXCEPTION Departmental Candidates referred to in column 2 of table below 3 (i) will be permitted to compete in the examination as outside candidates provided that they are not over 35 years of age and satisfy other conditions prescribed for direct recruitment.	17 Years

APPENDIX NO. 16

Annexure I

SYLLABUS FOR QUALIFYING WRITTEN TEST FOR DEPARTMENTAL CANDIDATES FOR RECRUITMENTS AS TELEPHONE OPERATORS

1. **English**	2 Hours.	Marks
(a) Passage from a departmental publication to be copied out in a neat and legible hand.		
(b) Passage from a departmental publication or a circular to be translated in Urdu.		75
(c) Composition in the form of a report to be drafted to an official superior		
(d) Dictation passage to be directed from a departmental publication ..		25
2. Simple arithmatic mainly consisting of question of addition and subtraction cross totalling and simple question of multiplication and Division percentage and simple and compound interest	2 Hours	100
3. Geography and General Knowledge	.. 2 Hours	
(a) Geography with special reference to Pakistan		50
(b) General Knowledge (Question will be set on physical and commercial geography. Situation of countries, province, places, air, sea and land routes, of important places in foreign countries).		

NOTE.— (1) The papers at 3 (a) & 3 (b) may be answered in Urdu.

(2) Paper in Geography and General Knowledge would also contain question with which officials would have to deal in the course of their duties.

(3) Minimum qualifying marks will be 33% in each paper.

Annexure II

SYLLABUS OF THE COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT

1. English	2 Hours	Marks
(a) Composition		50
(b) General Intelligence test		50
2. Simple arithmatic upto and including compound interest and rule of proportion	2 Hours	Marks
3. Geography with spcial reference to Pakistan	2 Hours	

NOTE.— (1) Questions will be set on physical and commercial Geography situation of countries provinces, places, air, sea and land routes and situation of important places in foreign countries.

(2) Twenty per cent of the marks in each of the subject will be reserved for neat-ness, legibility and good handwriting. Deduction will be made for slovenliness and bad hand-writing.

(3) Minimum qualifying marks will be 33% be each paper.

APPENDIX No. 17

APPENDIX NO. 17

(DELETED).

APPENDIX No. 17-A

RULES FOR THE APPOINTMENT TO THE POST OF SHIPPING INSPECTOR IN BASIC SCALE IN 8 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

Dated 26-12-1977

S. R. O.—In pursuance of sub-rule (2) of rule 3 of the Civil Defence Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts shipping Inspector in Basic Scale B-8 under the Ministry of Communication, Telegraph & Telephone Department.

METHOD OF APPOINTMENT

2. (a) The post of Shipping Inspector in Basic Scale-8 will be filled in by promotion.

(b) If a departmental candidate of the required qualification does not become available, the post will be filled by direct recruitment.

CONDITIONS OF PROMOTION

3. Promotion to post in column 1 below shall be made by selection from amongst the persons who held the posts specified in column 2 and possess the qualifications and experience prescribed in column 3 below :—

Name of the post	Persons eligible	Condition of eligible
1	2	3
Shipping Inspectors Basic Scale-8.	Employees in Grade-7 in the office in which the post is to be filled.	(i) Must have completed not less than five years' Service in Basic Scale-5 to 7 in the office in which the post is to be filled. (ii) Must possess knowledge/ Experience of clearing and dealing with post Trust and Banking procedure.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the *Schedule to this Notification.*

Vide. D.G. T&T O.M. No. 1-5/77 dated 26-12-77.

Provided that the maximum age limits will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Budhist Community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern areas (Districts of Gilgit, Ghizar, Skardu, Diamir and Ghanche) in accordance with the instructions issued by the Establishment Division.

PROBATION

5. Persons appointed by promotion or direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the Provisions of Article 6 of the Civil Servants Act. 1973.

6. This Notification issues with the concurrence of the Establishment Division *vide* its O.M. No. 36/3/77-DV dated 5-12-1977.

SCHEDULE

(*See para* 4)

Designation and grade of the post.	Qualifications and experience	Age limits.	
		Maximum	Minimum
Shipping Inspector (Basic Scale-8)	(i) Intermediate of equivalent qualification.	25 years	18 years
	(ii) At least 3 years experienc in Clearing and dealing with Port Trust and Banking procedure.		

RULES FOR THE RECRUITMENT TO THE POST OF UPPER DIVISION CLERK IN BASIC SCALE-7 IN TELEGRAPH AND TELEPHONE DEPARTMENT

Dated 6-6-1973

These rules will also apply to the recruitment of Upper Division Clerks in T&T. Accounts Offices which have been re-designated as Senior Accounts Clerks *vide* D.G. T&T O.M. No. E. 40-4/80 dated 28-7-1980.

The following revised rules for recruitment to the post of Upper Division Clerks Basic Scale 7 for subordinate offices of T&T Department are published for general information. These rules superseds all previous rules and orders on the subject.

APPENDIX NO. 18

PART 1

1. These rules may be called the Recruitment Rules for Upper Division Clerks subordinate offices of the T&T Department.

2. In these rules unless the context otherwise requires :—

(a) "Government" means the President, or a person authorised by the President to made appointment to the posts of Upper Division Clerks in Telecommunication Regional and other subordinate offices of T&T Department.

(b) "Posts(s)" means the post (s) of Upper Division Clerk in the office concerned.

(c) "Direct appointment" means appointment made otherwise than by promotion of departmental candidates or subordinate Office Clerks.

(d) "Departmental Candidates" means departmental officials (Class-III) below the grade of U.D.Cs. employed in the Office concerned.

(e) Words importing the masculine gender shall be taken to include females and words in singular shall include the plural and *vice versa.*

3. Recruitment to the post of Upper Division Clerks shall be made by the appointing authority in the following manners :—

(a) 50% of the posts shall be filled in by promotion of departmental candidates in accordance with Part II of these rules.

(b) 50% of the posts shall be filled in by direct appointment in accordance with Part-III of these rules.

Provided That

(i) Short term posts reserved for direct appointment may be filled by other method of recruitment prescribed in these rules, and

(ii) If no suitable person is available for promotion the post or posts may be filled by direct appointment.

4. Promotion against the departmental quota shall be made first and the posts reserved for direct appointment shall be filled later.

5. (a) Appointment to the posts shall be made on probation for a period of one year but the appointing authority shall have the discretion of extending the period of probation or terminating it before one year for good and sufficient reasons to be recorded in writing.

(b) If in the opinion of the appointing authority the work or conduct of an official on probation is unsatisfactory or shows that he is unlikely to become efficient, the appointing authority may discharge|revert him forth with or extend the probation for such period not exceeding one year, as the appointing authority may think fit.

VIDE D.G T&T O.M. No. 70.10/72, *Dated,* 6-6-73.

(c) On the satisfactory conclusion of the period of probation, the appointing authority may confirm a probationer in his appointment provided a clear post exists.

(d) If no action is taken by the appointing authority under sub-rule (b) or (c) of this rule the period after the prescribed period of probation shall be treated as temporary engagement until further orders.

PART II.—RECRUITMENT BY PROMOTION

6. Appointment/Promotion will be made on the basis of seniority-*cum*-fitness from amongst the candidates who must have completed atleast 5 years satisfactory service as L.D.C. on the date of selection as U.D.C.

11. No person shall have any claim for promotion as a matter of right.

PART III.—RECRUITMENT BY DIRECT APPOINTMENT

(By Competitive Examination)

12. Direct appointment will be made on the basis of a competitive examination held by the appointing authority which will be notified in the principal newspapers of the areas served by the Office concerned sufficiently in advance of the date of examination.

Note :—In case of several, Units in one Organization *viz* : (i) Stores, and (ii) Accounts, under the administrative control of the DTSW, Director of Accounts, arranged for the Unit in his organization respectively, a central examination, instead of several examinations being conducted by each Unit. The appointment will however be made in each case by the appointing authority from amongst the qualified candidate case by the appointing authority from amongst the qualified candidates.

13. The subjects and syllabus for the examination shall be as follows :——

Syllabus for Examination

		Time	Marks.
Paper-I English		2/1/2 Hrs.	100
	Essay, Precise-writing, Drafting and correction of mistakes in English (Standard of this paper would be of Intermediate level).		
Paper-II	General Knowledge	2/1/2 Hrs.	100
Paper-III	Arthemtic (Matric Standard)	2/1/2 Hrs.	100
Note :—	The examination will be written test and there will be no *viva voce* examination.		
Note :—	5% of the marks in each paper will be reserved for neatness, legibility and good hand writing. Deduction of marks will be made for solved ness and bad handwriting.		

Qualifying Marks :

A candidate who obtain 35% marks in each subject will be considered to have obtained the Qualifying marks :

14. Examination for recruitment to the post shall be held at such times and places at the appointing authority may prescribe by notice. Every such notice shall include information about the syllabus for the Examination, qualifying marks medical examination and other relevant matters, and may when possible also declare the number of vacancies to be filled on the result of the examination.

15. (i) A candidate to be admitted to the examination should apply to the Head of the Office making recruitment before such date and in such form and manner and pay such fees as the appointing authority may prescribe. The applications must be accompanied by a Domicile certificate from the (Collector)| Deputy Commissioner of the District in which he is domiciled.

(ii) All Government servants who fulfil the conditions laid down in these rules, shall be eligible for admission to the examination if permitted to compete by the competent authority in their Department/Office. Candidate who join Government service after sending their applications for admission to the examination shall also obtain the permission of the Head of the Department concerned and send it to the Head of the Office making recruitment immediately thereafter, A candidate who has ceased to be in Government Service shall submit with his applications the original as well as a copy of his discharge|service certificate.

16. A candidate must have passes the intermediate Examination from recognised University/Board.

17. A candidate must be not less than 18 years and not more than 25 years of age, on the date prescribed for this purpose by the Head of the Office making recruitments.

18. (1) The maximum age limit may be relaxed by three years in the case of candidates belonging to :—

(a) Schedule Caste ;

(b) Buddhist Community.

(c) The recognized tribes who are permanent residents in the area mentioned below and whose families have been living in these areas,

1. Quetta Division.
2. Kalat Division.
3. Lasbela District.
4. Tribal areas of D.I. Khan, Peshawar and Malakand Divisions.
5. former included (Baluch) area forming part of the Dera Ghazi Khan District.

6. Former tribal areas of Mardan and Hazara Districts.

7. Nasirabad Sub-Division.

8. Upper Tanawal Area of Hazara Districts.

(d) The state of Jammu and Kashmir who live either in Pakistan or in the Azad Kashmir Territory, the Gilgit Agency or Baltistan and the Permanent residents of the Azad Kashmir Territory, the Gilgit Agency and Baltistan.

Note :—1 A candidate who claim to belong to a Scheduled Caste or the Buddhist Community will be eligible for the relaxation of age limit on production of a certificate in support of his claim from the District Magistrate or political Agent or a Deputy Commissioner as the case may be.

Note :—2. Tribal candidates will be eligible for the concession mentioned at (c) above on production of a certificate from the Deputy Commissioner or the political Agent concerned.

Note :—3. The Relaxation of age limit for a person belonging to an area mentioned at (d) above will be admissible to be candidate who produces a certificate from the Ministry of Kashmir Affairs Sub-Division, Government of Pakistan.

(2) The maximum age limit will be relaxed in the case of released retired personnel of the armed forces of Pakistan upto a maximum of 10 years or by the number of years the person has actually served in the armed forces, whichever is less.

(3) The relaxation in age limit prescribed in this rule shall be permitted up to the maximum period of as individual concession and not by the total period the concessions taken together if admissible in any case.

(4) Departmental candidates of not more than 30 years of age are permitted to appear at the Examination as outside candidates, against in the quota reserved for direct appointment if hey fulfil all other conditions prescribed for outside candidates.

19. A candidate for appointment must be either a citizen of or a person deriving his nationality from the states of Jammu and Kashmir and must be domiciled in the area served by the office making recruitment, in which the seeks appointment.

20. A candidate who has married a person who is not a citizen of Pakistan shall not be eligible for appointment to the post (But if any candidate marries an Indian national after obtaining the permission of Government he shall be regarded as eligible for appointment).

21. After every examination, the Head of the Office making recruitment shall make a list of the Candidates in order of merit as disclosed by the aggregate marks finally awarded to each candidate, and in that order as may candidates subject to the provision of Rules 6 as the number of vacancies reserved and announced in accordance with Rules 14 who are found by the Head of the Office making recruitment, to be qualified at the examination and considered suitable in all other respect, shall be appointed.

22. Success in the examination will confer no right of appointments a candidate unless the appointing authority is satisfied after such enquiry as may be necessary, that the candidate is suitable in all respects for appointment to the Public service.

23. A candidate must be good mental and bodily healthy and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as the appointing authority may prescribed is found not to satisfy these requirements shall not be appointed.

24. The Director General may in really deserving cases and after recording justifying reasons in writing exempt the Departmental candidates from qualifying in the prescribed recruitment examination.

APPENDIX No. 19

(Referred to in rule 238/1.)

[1] RULES FOR RECRUITMENT TO THE SERVICE OF LOWER DIVISON/ JUNIOR ACCOUNTS CLERKS IN REGIONAL OFFICES AND THEIR SUB-ORDINATE ENGINEERING, TRAFFIC, ACCOUNTS, STORES AND WORKSHOP OFFICES.

1. *Pay and prospects.*—The posts of Lower Division/Junior Accounts Clerks are in Basic Scale-5.

2. *Recruitment.*—Recruitment will be by means of a test which will be open to—

(a) departmental officials of all grades below the rank of Lower Division/ Junior Accounts Clerks in the offices referred to above, hereafter called departmental candidates, and

(b) outside candidates.

3. *Canditions for departmental candidates.*—A departmental candidate must have completed not less than five year's substantive and unblemished service. He must submit his application in due time and it will be at the discretion of the head of the office whose decision will be final, to permit the applicant to appear for the test.

4. *Conditions for outside candidates.*—The following conditions will apply to outside candidates :—

(a) The candidates must be domiciled in the region administrative units in which he wishes to serve.

NOTE.—In the case of subordinate offices under the Controllar of Telegraph Stores, the candidates must have their domicile in the Revenue Division in which the office is situated.

Exception.—This does not apply to sons, daughters and dependents of Telegraph and Telephone employees who may be allowed to appear in the examination in the particular recruiting unit in which the employees is serving or last served without the production of a domicile certifieate.

(b) He must be not less than 18 years of age and not more than 24 years of age on the date of the test.

[1] These rules will also apply to the recruitment of Lower Division Clerks in T & T Accounts Offices which have been redesignated as Junior Accounts Clerks ; *vide* D.G. T & T O.M. No. E 40-4/80 dated 28-7-1980.

Exception.—Departmental candidates referred to in rule 2 (a) above, who are not over 30 years of age are permitted to appear at the examination as outside candidate, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 50 per cent of the vacancies reserved for departmental candidates.

(c) He must have passed at least the Matriculation examination or an equivalent examination from recognized University/Board.

(d) Unmarried females, or widows without encumbrances, are eligible for recruitment on the same conditions as male candidates.

5. *Advertisement.*—The head of the office will take steps to notify the test properly in order to attract a suitable type of outside candidates.

6. *Test.*—The head of the office will lay down his own test with a view to ensure the selection of the right type of the candidates for the work in his office. The test should be conducted by a board consisting of 2 or 3 gazetted officers.

7. *Selection of candidates.*—Candidates will be selected for appointment as follows :—

(1) if the number of departmental candidates who pass the test does not exceed 50 per cent of the vacancies, all such candidates will be selected ;

(2) if the number of departmental candidates who pass the test exceeds 50 per cent of the vacancies, half of such vacancies will be filled from those candidates who stand highest in order of merit ;

(3) Any vacancies left unfilled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their passing the test ;

Provided that in respect of 15 per cent of the vacancies available for outside candidates a preference will be given to candidates who, having obtained qualifying marks are sons, daughters or dependents of T&T employees.

8. *List of approved candidates.*—Candidates selected for appointment, both departmental and outside, will he brought on the list of approved candidates and appointment will be made from this list as vacancies occur.

9. *Appointment on probation.*—On the occurrence of a vacancy the candidate will be appointed as a Lower Division/Junior Accounts Clerk on probation for one year.

10. *Declaration to be signed.*—Before a candidate is appointed as a Lower Division/Junior Accounts Clerks he will be required to sign the following two declarations :—

(a) "I hereby declare that I have read the Government Servant's Conduct Rules and thoroughly understood them."

(b) "I hereby declare that I have read rule 703 of the Telegraph & Telephone Manual Vol. IV and agree to abide by its terms."

Provided that in the case of departmental candidates only the first of these declarations will be required.

11. *Medical certificate.*—Before appointment a selected candidate other than a departmental candidate will be required to produce a medical certificate of fitness from a Commissioned Medical Officer of Government, or from a Medical Officer in charge of a civil station. In the case of a female candidate a medical certificate signed by a qualified lady medical practitioner will be accepted.

APPENDIX No. 20

(*DELETED*)

(Referred to in rule 688 and 691)

THE GOVERNMENT SERVANT'S (CONDUCT) RULES 1964

1. **Short title and commencement.**—(1) These rules may be called the Government servants (Conduct) Rules, 1964.

2. **Extent of application.**—These rules apply to every person whether on duly or on leave, within or without Pakistan, serving in a Civil Capacity in connection with the affairs of the Centre and to the members of an All Pakistan Service during their employment under the Provincial Governments or while on deputation with any other Government, agency institution or authority.

3. **Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context.—

(a) Government means the Central Government and in respect of officers of an All Pakistan Service serving in a Province, the Provincial Government.

(b) Government servant means a person to whom these rules apply and

(c) member of a Government servant's family includes—

(i) his wife, child or step-child, whether residing with the Government servant or not; and

(ii) any other relative of the Government servant or his wife, when residing with and wholly dependent upon the Government servant but does not include a wife legally separated from the Government servants, or a child or step child who is no longer in any way dependent upon him, or of whose custody the Government servant has been deprived by law.

(2) Reference to a wife in clause (c) of sub-rule (1) shall be construed as references to a husband where the Government servant is a woman.

4. **Repeal of previous Conduct Rules.**—The Government Servants Conduct Rules made under section 96B of the Government of India Act, 1919, and the Secretary of State's Services (Conduct) Rules, 1942, made under sections 247, (1), 250 and 269 of the Government of India, Act, 1935, in so far as they applied to the persons to whom these rules apply, are hereby repealed, but such repeal shall not affect anything duly done or suffered under those rules.

5. **Gifts.**—(1) Save as otherwise provided in this rule, no Government servant shall except with the previous sanction of accept, from any person any gifts the receipt of which will place him under any form of official obligation to the donor. If the officer of a gift cannot and delivered to the Government for decision as to its disposal.

S.R.O. 405(k)/64 dated Karachi, 1st May, 1964.

(2) If any question arises whether receipt of a gift places a Government servant under any form of officer obligation to the do not the decision of the Government there in shall be final.

(3) If any gift is offered by the head of respresentative of a foreign State, the Government servant concerned should attempt to avoid acceptance of such a gift, if he can do so without giving offence. If however, he cannot do so, he shall accept the gift and shall report its receipt to the Cabinet Division for orders as to its disposal.

(4) A Federal Government servant may accept gifts abroad or within Pakistan by institutions or official dignitaries of foreign Governments of comparable or higher level, provided that the value of the gift in each case does not exceed Rs. 1000. A Government servant desirious of retaining a gift worth more than this limit can retain it on payment of difference, after evaluation of the gift by a Committee headed by the Cabinet Secretary. The gifts by a Committee headed by the Cabinet Secretary. The gift would, however, first be offered for sale to the person who received it from a foreign dignitary".

6. **Acceptance of foreign awards.**—No Government servant shall, except with the approval of the President, accept a foreign award, title or decoration.

Explanation.—For the purposes of this rule, the expression approval of the President means prior approval in ordinary cases and *ex post facto* approval in special cases where sufficient time is not available for obtaining prior approval.

7. **Public demonstrations in honour of Government servants.**—(1) No Government servant shall encourage meetings to be held in his honour or presentation of addresses of which the main purpose is to praise him.

(2) Notwithstanding anything contained in sub-rule (1) :—

(a) a Government servant may way with the previous permission of his next higher officer, take part in the raising of funds to be expended for any public or charualle purpose.

(b) Government servant may take part, with the previous sanction of the Government, in the raising of funds to be expended for any public or charitable object connected with the name of any other Government servant or a person who has recently quitted the service of the Government.

(c) the Head of Pakistan Mission abroad, while so posted, may attend a public meeting or entertainment held in his honour.

(3) When a government servant takes part in the raising of funds in accordance with the provisions of clauses (a) and (b) of sub-rule (2), he shall be required to keep regular accounts and submit them to his next higher officer for scrutiny.

(4) Clauses (a) and (b) of sub-rule (2) shall not apply to officers of the Police Service of Pakistan and the Pakistan Taxation Service.

8. **Gift to medical officers.**—Subject to the departmental rules governing the question, a medical officer may accept any gift of moderate value offered in good faith by any person or body of persons in recognition of his professional service.

9. **Subscriptions.**—Subject to rule. 7 no Government servant shall, except with the previous sanction of the Government, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

10. **Lending and borrowing.**—(1) No Government servant shall lend money to, or borrow money from, or place himself under any pecuniary obligation to, any person within the local limits of his authority of any person with whom the he has any official dealings :

Provided that the above rule shall not apply to dealings in the ordinary course of business with a joint stock company, bank of or a firm of standing.

(2) When a Government servant is appointed or transferred to a post of such a nature that person from whom he has borrowed money or to whom he has otherwise placed himself under a pecuniary obligation will be subject to his official authority, or will reside, possess immovable property, or carry on business within the local limits of such authority, he shall forthwith declare the circumstances to the Government through the usual channel.

(3) Non-gazetted Government servants shall make the declaration referred to in such rule (2) to the head of their office.

(4) This rule, in so far as it may be construed to relate to loans given to or taken from cooperative societies registered under the Co-operative Societies Act, 1912 (II of 1912), or under any law for the time being in force relating to the registration of Cooperative Societies, by the Government servants, shall be subject to any general or special restrictions or relaxations made or permitted by the Government.

11. **Buying and selling of Movable and immovable Property.**—A Government servant who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value by Rs. 5000 (Five thousand Rupees) with any person shall apply for permission to the Head of the Department or the Secretary to the Government, as the case may be. When the Government servant concerned is himself the Head of Department or Secretary to the Government, he shall apply through the Secretary of the Ministry concerned or the Establishment Secretary, as the case may be. Any such application shall state fully the circumstances, the price offered or demanded and, in the case of

disposal otherwise than by sale, the method of disposal. Thereafter such Government servant shall act in accordance with such orders as may be passed by the Government :

Provided that all transactions with a person who is an official subordinate of the Government servant should be reported to the next higher authority.

Explanation.—In this rule, the term property includes agricultural or urban land, bonds, shares and securities but does not include a plot purchased for building a house from a cooperative housing society or a Government housing scheme.

(2) No prior permission is necessary for buying and selling shares, bonds, saving certificates and securities through Government sponsored organisations upto the value of Rs. 25,000. However, the Government servant concerned shall have to report all such transactions in the form of a statement at the end of the each year.

11-A. **Construction of building etc.**—No government servant shall construct a building, whether intended to be used for residential or commercial purposes, except with the previous sanction of the Government obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

12. **Declaration of property.**—(1) Every Government servant shall at the time of entering Government Service, made a decalration to the Government, through the usual channel, of all immovable and movable properties including share certificates, securities insurance policies and jewellery having a total value of Rs. 10.000 (ten thousand rupees) or more belonging to or held by him or a member of his family and such declaration shall :—

(a) state the district within which the property is situated,

(b) show separately individual items of jewellery exceeding Rs. 10,000 (ten thousand rupees) in value, and

(c) give such further information as the Government may, by general or special order, required.

(2) Every Government servant shall submit to the Government, through usual channel, an annual return of assets in the months of December showing any increase or decrease of property as showing in the declaration under sub-rule (1), or, as the case may be, the annual return.

13. **Disclosure of assets, immovable, movable and liquid.**—A Government servant shall, as and when he is so required by Government by a general or special order, furnish information as to his assets disclosing liquid assets and all other properties, immovable and movable including shares, certificates, insurance policies jewellery.

14. **Speculation and investment.**—(1) No Government servant shall speculate in investments. For the purpose of this sub-rule, the habitual purchase and sale of securities of notoriously.

15. **Promotion and management of companies, etc.**—No Government servant shall, except with the previous sanction of the Government, take part in the promotion, registration or management or any bank or company :

Provided that a Government servant may, subject to the provisions of any general or special order of the Government, take part in the promotion, registration or management of a Co-operative Society registered under the Co-operative Societies Act, 1912 (II of 1912), or under any similar law.

16. **Private trade, employment or work.**—(1) No Government servant shall, except with the previous sanction of the Government, engage in any trade or undertake any employment, or work, other than his official duties :

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the conditions that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as a Government servant but he shall not undertake or shall discontinue such work if so directed by the Government. A Government servant who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the Government :

Provided further that a non-gazetted Government servant may, without such sanction, undertake a small enterprise which absorbs family labour and where he does so shall file details of the enterprise alongwith the declaration of assets.

(2) Notwithstanding anything contained in sub-rule (1), no Government servant shall associate himself with any private trust, foundation or similar other institution which is not sponsored by the Government.

(3) This rule does not apply to sports activities and membership of recreation clubs.

16.-A. **Subletting of residential accommodation allotted by Government.**—No Government servant shall except with the prior permission of the Head of the Department, sublet residential accommodation let to him by Government.

16-B. **Government servant not to live beyond his means, etc.**—No Government servant shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

THE GOVERNMENT SERVANTS (CONDUCT) RULES, 1964

17. **Insolvency and habitual indebtedness.**—A Government servant shall avoid habitual indebtedness. If a Government servant is adjudged or declared insolvent or if the whole of that portion of his salary which is liable to attachment is frequently attached for debt, has been continuously so attached for a period of two years, of is attached for a sum which, in ordinary circumstances, he cannot repay within a period of two years, he shall be presumed to have contravened

this rule unless help proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence. He could not have foreseen of over which he had no control and has not proceeded from extravagant of dissipated habits. A Government servant who applies to be or is adjudged or declared insolvent shall forwith report his insolvency to the Head of the Office of Department of the Secretary of the Ministry, as the case may be, in which he is employed.

17-A. Intimation of involvement and conviction in a criminal case. If a Government servant is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Head of the office or Department immediately or, if he is arrested and released on bale, soon after such release.

18. Unauthorised communication of official documents or in formation no Government servant shall, except in accordance with any special or general order of the Government, communicate directly or indirectly and official document or information to a Government servant unauthorised to receive it, or to a non official person, or to the press.

19. **Approach to members of the Assemblies, etc.**—No Government servant shall, directly or indirectly approach any Member of the National Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

20. **Management etc. of newspapers or periodicals.**—No Government servant shall, except with the previous sanction of the Government, own wholly or in part, or conduct or participate in the ending or management of, any newspaper or other periodical publication.

21. **Radio broadcasts or television programmes and communications to the press.**—No Government servant shall, except with the previous sanction of the Government or any other authority empowered by it in his behalf, or in the *bonafide* discharge of his duties, participate in a radio broadcast or television programme or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

Provided that such sanction shall generally be granted if such broadcast or television programme or such contribution or letter is not, or may not be considered likely to jeopardize the integrity of the Government servant, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to comtempt of court, defamation or incitement *to an offence :*

Provided further that no such sanction shall be required if such broadcast or television programme or such contribution or letter is of a purely literary, artistic or scientific character.

Added *vide* Notification No. S.R.O. 757 (1)/87, dated the 14th June, 1978.

22. **Publication of information and public speeches capable of embarrassing the Government.**—No Government servant shall, in any document published, or in any communication made to the press, over his own name, or in any public utterance or television programme or in any radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Government :

Provided that technical staff (both gazetted and non-gazetted) may publish research papers on technical subjects, if such papers do not express views on political issues or on Government policy and do not include any information of a classified nature.

** 22-A. Where a Government servant submits the draft of literary or scientific article or book for obtaining previous sanction he shall be informed within three months of his doing so whether he has or has not such sanction and, if no communication issued to him within that period, he shall be entitled to presume that the sanction asked for has been granted.

23. **Evidence before committees.**—(1) No Government servant shall give evidence before a public committee except with the previous sanction of the Government.

(2) No Government servant giving such evidence shall criticise the policy or decision of the Central or a Provincial Government.

(3) This rule shall not apply to evidence given before statutory commitees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

24. **Taking part in politics and elections.**—(1) No Government servant shall take part in, subscribe in aid of or assist in any political movement in Pakistan or relating to the affairs of Pakistan.

(2) No Government servant shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist any movement or activity which is, or tends directly or indirectly to be, subversive of Government as by law established in Pakistan.

(3) No Government servant shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere :

Provided that a Government servant who is qualified to vote at such election may exercise his right to voice but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

Establishment Division O.M. No.7/2/79-Div. dated 10-7-1980.

(4) No Government servant shall allow any member of his family, pendent on him to indulge in any political activity, in including formation a political association and being its members, or to act in a manner which he himself is not permitted by sub-rule (3) to act.

(5) A government servant who issues an address to electors or in any other manner publicity announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-rule (3) to take part in an election to such body.

(6) The provisions of sub-rules (3) and (5) shall, so far as may be, apply to elections to local authorities of bodies, save in respect of Government servants required or permitted by or under any law, or order of the Government, for the time being in force, to be candidates at such elections.

(7) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Government servant thereon shall be final.

25. **Propagation of sectarian creeds, etc.**—No Government servant shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favouritism as are likely to affect his integrity in the discharge of his duties or to, embarrass the administration or create feelings of discontent or displeasure amongst the Government servants in particular and amongst the people in general.

25-A. **Government servants not to express views against ideology of Pakistan.—No Government servants shall express views detrimental to the ideology of Pakistan.

26. **Nepotism, favouritism and victimization, etc.**—No Government servant shall indulge in provincialism, parochialism, favouritism, victimization and wilful abuse of office.

27. **Vindication by Government servants of their public acts or character.**—A Government servant may not, without the previous sanction of the Government, have recourse to any court or to the press for the vindication of his public acts or character from defamatory attacks. In granting sanction, the Government will ordinarily bear the cost of the proceedings and in other cases leave the Government servant to institute them at his own expense. In the latter case, if he obtains a decision in his favour, the Government may reimburse him to the extent of the whole or any part of the cost.

Nothing in this rule limits or otherwise affects the right of a Government servant to vindicate his private acts or character.

28. ***Membership of service associations.***—No Government servant shall be member, representative or officer of any association representing or purporting

**Vide* SRO 432(I)/80, dated 27-4-1980.

to represent Government servants or any class of Government servants, unless such association satisfies the following conditions, namely :—

(a) Membership of the association and its office bearers shall be confined to a distinct class of Government servants and shall be open to all Government servants of that class.

(b) The association shall not be in any way connected with, or affiliated to any association which does not, or any federation of associations which do not, satisfy condition (a).

(c) The association shall not be in any way connected with any political party or organisation, or engage in any political activity.

(d) The association shall not :—

(i) issue or maintain any periodical publication except in accordance with any general or special order of the Government.

(ii) except with the previous sanction of the Government, publish any representation on behalf of its members, whether in the press or otherwise.

(e) The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere—

(i) Pay, or contribute towards, any expenses incurred in connection with his candidature by a candidate for such election.

(ii) by any means support the candidature of any person for such election ; or

(iii) undertake or assist in the registration of electors or the selection of a candidate for such election.

(i) The association shall not.

(i) maintain or contribute towards the maintenance of any member of a legislative body, or of any member of a local authority or body whether in Pakistan or elsewhere ;

(ii) pay or contribute towards, the expenses of any trade union which has constituted a fund under section 16 of the Trade Union Act, 1926 (XVI of 1926).

28-A. **Membership of non political association.**—No. Government servant shall accept membership of any non-political association or organisation whose aims and objects, nature of activities and membership are not publicly known.

29. **Use of Political or other influence.**—No Government servant shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Government or any Government servant in support of any claim arising in connection with his employment as such.

30. **Approaching foreign missions and aid-giving agencies.**—No Government servant shall approach, directly or indirectly, a foreign mission in Pakistan or any foreign aid-giving agency to secure for himself invitations to visit a foreign country or to elicit offers of training facilities abroad.

31. **Delegation of power.**—The Government may, by general or special orders, delegate to any officer or authority subordinate to it, all or any of its power under these rules and may, by such orders, prescribe the channel through which reports shall be made to the Government and the officers, receipt by whom of such reports shall be regarded as receipt of the reports by the Government within the meaning of these rules.

32. **Rules not be derogation of any law, etc.**—Nothing in these rules shall derogate from the provisions of any laws, or of any order of any competent authority for the time being in force, relating to the conduct of Government servants.

APPENDIX No. 21

BOND TO BE EXECUTED BY TELEGRAPH AND TELEPHONE CANDIDATES BEFORE THEY ARE ADMITTED TO THE REGIONAL TELECOM. TRAINING SCHOOL/TELECOM. STAFF COLLEGE.

(When the security is in the form of a personal bond with two sureties).

KNOW ALL MEN BY THESE PRESENTS that we (A).....
.....(A=Obligor), son of.....
cast.....residents of.....in the.....
and †(B).....son of.....
cast.....resident of.....
in the.....and †(C).....
son of.....cast.....
resident of.....in the.....
are held and firmly bound to the President, represented by the General Manager.....
in the sum of Rupees*.....
to be paid to the said President for which payment we bind ourselves jointly and severelly by these presents.

Dated this.....day of.....19

WHEREAS the said.....is desirous of being admitted to the Regional Telecom. Training Shcool/Telecom. Staff College ;

AND WHEREAS in consideration of the training he will thereby receive the said.....
.....(name of the candidate has agreed to serve the said President for a period of two years from the completion of the said training next ensuring in the Regional Telecom. Training School/Telecom. Staff College unless he shall first obtain the consent writing of the General Manager.....to the contrary. Now the condition of the above written bond is such that if the said.....
(name of the candidate)..... shall deligently attend the said Regional Telecom. Training School/Telecom. Staff College and serve the said President for a eriod of two from the completion of the said training or for such shorter period as the said General Manager.....may required fully and faithfully performing and discharging the duties and obligations which may from time to time be demanded of him, THEN the above written bond shall be void, otherwise the same shall remain in full force and virtue.

Signed sealed and delivered by the above named.

Witnesses

(A) Signature of Obligor
Seal

in the presence of

Signed sealed and delivered by the above named.

(B) Signature of first Surety who must also state his profession (or occupation)
Seal

In the presence of

Signed sealed and delivered by the above named.

(C) Signature of second Surety who must also state his profession (or occupation)
Seal

In the presence of

Signed, sealed and delivered by the above named.

*The amount to be entered should be nine times the monthly allowance fixed for the Region for each candidate admitted to the Regional Telecom. Training School/Staff College.

†B†C=Sureties.

APPENDIX NO. 22

(Referred to in rule 19).

The Government Servants (Appointments for Services and Posts) Rules.

1. **Short title, application and commencement.**—(1) These rules may be called the Government Servants (Applications for Services and Posts) Rules, 1966.

(2) They shall apply to every person who is a member of and All-Pakistan Service or hold any post in connection with the affairs of the Centre except :—

(a) person to whom the Pakistan Railway Establishment Code applies ;

(b) members of such services and holders of such posts as the Central Government may, by notification in the official Gazette, specify.

2. **Definition in the rules, unless there is anything repugnant in the subject or context.—**

(A) " competative examination " means a competitive examination held by the Central Public Service Commission or a Provincial Public Service Commission for recruitment to any Service or post and includes any method whatever adopted for recruitment to the Central Engineering Services ; and

(B) " temporary Government servant " means a person who is temporarily employed in connection with the affairs of the Centre but does not include a person employed on contract or on probation against a Permanent post or as probationer of a regular constituted service.

3. **Manner of making applications.**—No Government servant shall apply for appearing at any competitive examination or for appointment to any post other than the post which he, for the time being, holds except,—

(a) for appearing at a ministerial services competitive examination through the head of the office, Ministry or Division in which he is employed ; and

(b) for appearing at a competitive examination other than a ministerial services competitive examination for appointment to a Service or post to be filled otherwise than by a competitive examination with the prior permission in writing of the head of the office Ministry or Division in which he is employed, who may, for reasons to be recorded in writing, refuse such permission if he considers that such permission would not be consistent with the interests of the public service.

4. **Permission to be given or application to be forwarded not more than twice.**—(1) Subject to the provision of rules, 3, the application of, or permission to, a Government servant for appearing at competitive examination at which or

Notification No. S.R.O. 593(K)/66 dated 8-6-1966 Substituted *vide* Estt. Dn. Notification No. 4/1/67-F. 1 dated 20-2-68.

For modified orders please see estab. DN G.M. No. 1/21/76-T. III dated 2-8-76.

refused, but in no case shall the applications be forwarded or permission be grated for appearing at more than two ministerial services competitive examinations during any calendar year or at more than two competitive examinations other than ministeriad services competitive examinations during the whole service of a Government servants :-

Provided that a Government servant appointed on the results of a competitive examination other than a ministerial service competitive examination shall not be permitted to apply for such examination more than once during his whole service.

(2) Subject to the provision of rule 3, no Government Servant shall apply more than twice in any calendar year, for, or for appearing at any test or interview for appointment, in or for the transfer of his services to, a service or post to be filled otherwise than by a competitive examination, in another officer, Ministry or Division of the Central Government or under the Provincial Government or a public statutory corporation.

(3) Notwithstanding any thing contained in sub-rules (1) and (2), the applications of, or permission to, a Government servant employed on contract for a specified period, for appiontment in a service or post or for appearing at a competitive examination test or interview, may be withheld or refused if it appears that in the event of selection for appointment to any Service or post pursuant to such application, or on the result, of such examination, test or interview, such Government servant will have to be released before that expiry of his period of contract and that such rlease would not be consistent with the interests of the public service.

(5) **Release of Government Servants for appointment to a better Service or post.**—(1) Where a Government servant who applied in accordance with rule 3 for appearing at a competitive examinations selected for appointment the result of such examination, has release for such oppointment shall not be withheld refused if he is a member of a Service in a group and is selected for appointment to a Service in a higher group, but not to a Service in the same or a lower group. For the purpose of this rule, the Central Services are grouped in the following descending order :—

1st Group	..	Civil service of Pakistan, Pakistan Foreign Service.
2nd Group	..	Police Service of Pakistan.
3rd Group	..	Finance Services fc ' gible or the Economic Pool. *viz.*, Pakistan Audit and Accounts Services, Pakistan Railway Accounts Services, Pakistan Military Accounts Service, Pakistan Taxation Service and Pakistan Customs and Excise Service.
4th Group	..	Pakistan Postal Service (Class I) and Pakistan Miltary Lands and Cantonments Service.
5th Group	..	Central Secretariate Service (Class I) and other Class Services and Posts.
6th Group	..	Class if (Gazetted) services and posts.
7th Group	..	Non-Gazetted Services and posts.

APPENDIX NO. 22

ILLUSTRATION

A Police Service of Pakistan Officer shall be released for appointment to the Civil Services of Pakistan or Pakistan Foreign Service, but not to any of the Finnance Services. A Pakistan Texation Service officer shall not be released for appointment to the Pakistan Audit and Accounts Service; or a Pakistan Military Lands and Cantonment Service officer to the Pakistan Postal Service (Class I).

(2) It any person who, before his appointment to a Service of the Centre of a post in connection with the affairs of the Centre, had appeared at a competitive examination, test or interview or applied for appointment to a Service or post, it is, on the result of such examination, test or interview or pursuant to such application, selected for and offered appointment to a Service or post other than the one to which he belongs or which he holds, his release for such appointment, if destred by him, shall not be withheld or refused.

(3) Notwithstanding anything contained in sub-rule (1) and (2) release before the expiry of the period of contract of a Government servant employed on contract for a specified period may be withheld or refused if such release would not be consistent with the interests of the Public service.

6. Temporary Government Servants, Nothwitstanding anything contained in these rules, the applications of, or permission to, a temporary Government servant for appointment to any service or post or for appearing at any competitive examination, test or interview or his release on being selected for any service or post Pursuant to such application or on the results of such examination, test or interview shall not be withheld or refused.

7. *Examption.*—The President may, in such cases as he thinks fit, exempt any Government servant or class of Government servants from the operation of, or relex the restrictions imposed by, these rules.

8. *Repeal.*—The Government Servants' Applications for posts (Central Services) Rules, 1953, as amended from time to time, are hereby repealed.

APPENDIX NO. 23

VOLUNTEERS FOR FIELD SERVICE

A Telegraph & Telephone official volunteering for field service must sign a certificate accepting the conditions set forth in the form of application (Form App-36) and no official will be accepted as a volunteer un-less, he produces a certificate from the Head of the office, to whom he is subordinate, to the effect that the he is of active habits, intelligent and likely to be of use in the field. Every applicant should be informed by the Head of his Region, as early as possible, of the orders passed on his application.

The Head of a Region is required to maintain a list of selected volunteers called the "Field Force List". The list should contain the particulars mentioned in the form of application for enrolment (Form APP. 36). This list should be in two parts, the first part containing the names and other particulars of the officer, gazetted and non-gazetted included in the "List of officers of the Department of Telegraph & Telephone" classes of officials includine the lower grade staff under the following head :—

Telegraph Traffic.

1. Telegraph|Telephone operators| Telex operators.
2. Selection grade Clerks.
3. Upper Division Clerks.
4. Lower Division Clerks.
5. Head Naib Quasids.
6. Delivery Naib Quasids.
7. Head Naib Quasids.
8. Delivery Naib Quasids.
9. Boy Naib Quasids, messengers.

Telegraph Engineering.

10. Telephone Operators.
11. Technicians' lines.
12. Lineman.
13. Workmen.
14. Selection grade|Head clerks.
15. Upper Division clerks.
16. Lower Division clerks.

APPENDIX No. 23

Regional office.

17. Selection grade/Head clerks.

18. Upper Division clerks.

19. Lower Division clerks.

This list should be revised and brought up-to-date by the 1st of September of each year by taking into account (a) new volunteers, (b) those transferred to and from other Regions, (c) those who have been struck off the list on account of retirement, death or for other reason.

A copy of the first part of the list together with a numerical return showing, class by class, the numbers only of volunteers included in part II of the list should be submitted to the Director-General on the 1st October of each year.

APPENDIX No. 24

(Referred to in the Note below rule 1).

RULES FOR THE RECRUITMENT TO THE POSTS OF ACCOUNTANTS IN BASIC SCALE 16 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

———Rules under Revision———

APPENDIX NO 25.

(*Referred to in rule* 480-*A*)

RULES FOR RECRUITMENT TO THE CADRE OF WIREMEN THE PAKISTAN TELEGRAPH AND TELEPHONE DEPARTMENT

1. **Scope of service.**—Wireman are recruited for service in a particular Telegraph Engineering or Telephone Division. They will be employed on work connected with internal wiring, maintenance of equipment and power plant. They are ordinarily liable to transfer within the division to which they are appointed.

2. **Pay and prospects.**—The posts of wiremen are pensionable. The scales of pay and allowances will be Grade 3 but these are liable to modification at any time at the option of Government. Officials considered fit and qualified are eligible for promotion to the grade of Telecom Technician in their own branches.

3. Recruitment will be by selection which be open to :

(a) departmental officials *viz.* battery coolies exchange coolies and other officials of similar category who have some experience of the work in a telephone exchange of telegraph office.

(b) outside candidates, when a sufficient number of departmental officials is not forthcoming.

4. **Qualifications.**—(a) Departmental officials :—A departmental officials should not be over 30 years of age at the time of selection for appointment as wiremen. He must have an elementary knowledge of English sufficient to enable him to read English character and figures.

(b) *Outside candidates.*—An outside candidate must not be over 25 years of age at the time of selection and must possess and elementary knowledge of English sufficient to enable him to read English characters and figures. The selection of outside candidates will be subject to the strict observance of the orders in force at the time regarding communal representation preference will be given to sons of departmental officials, whether in service, retired, or deceased, upto 15 p. c. of the vacancies.

5. **Seniority.**—Departmental officials selected in any one year will rank senior to outside candidates selected in that year Department officials and outside candidates selected in a year will rank to those selected subsequently.

6. **Training.**—Selected candidates before being appointed, will undergo a training in the office of the Divisional Engineer Regional Telecom Training School for a period of three months. During the course of the training, they will be given instructions in the following subjects :—

Wall plugging.
Fixing battens.
Chapping and casing.
Laying wires under link clips or in cleats.
Running I.s. wire and braided switchboard cable.
Running and jointing power cable.
Bonding.

Rules of safety in dealing with voltage upto 440.
Soldering and jumpering.
Wiring of Electric fans and fittings.
Replacing of fuses and lamps (power and telephone).
Inert cells and primary batteries.

Elementary maintenance or secondary batteries, including the taling of readings of voltage and specific gravity.

Laying of earths.
Elementary maintenance of machines (*i.e.* cleaning communication and changing brushes, etc.).
Elementary plumbing and lead burning.

At the conclusion of the courses of training, a practical test will be held and those who secure 50 per cent of the maximum marks will be considered to have passed the test and will be given a certificate by the Divisional Engineer Regional Telecom Training School.

8. **Appointment on probation.**—Vacancies, grade of wiremen will be filled by certified wiremen in the occurrence of a permanent vacancy, the candidate will be appointed on probation for one year. At the end of this period, the candidate will be confirmed if found suitable in every respect. If during the period of probation his work or conduct is not satisfactory, those recruited as outside candidates will be liable to be removed from service without notice and departmental officials will be liable to be reverted to their original appointment.

9. **Medical Certificates.**—Departmental officials and outside conditions, before they can be sent for training, will have to produce a medical certificate of fitness from a Commissioned Medical Officer of Government or from a Medical Officer in Charge of a civil station who should certify that the candidate is physically fit to work on a ladder for prolonged periods, free from organic disease, has good eye-sight and hearing and is not colour blind.

APPENDIX No. 26

(Referred to in rule 483)

RULES FOR RECRUITMENT OF WIRELESS OPERATORS IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(DELETED)

APPENDIX No. 27

(Referred to in rule 484)

RULES FOR APPOINTMENT TO THE POSTS OF WIRELESS TELEGRAPHISTS BASIC SCALSE-8 IN TELEGRAPH AND TELEPHONE DEPARTMEN

E (1). 1-13/79 Dated 12-1-1983

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method. qualifications and other conditions are laid down for appointment to the posts of Wireless Telegraphists (Basic Scale-8) in the Telegraph and Telephone Department under the Ministry of Communications.

METHOD OF APPOINTMENT

2. The post of Wireless Telegraphists will be filled by promotion and failling promotion due to the non-availability of a suitable person by direct recruitment.

CONDITION FOR PROMOTION

3. Promotions to posts in column 1 below shall be made by selection from amongst the persons who held the posts specified in column-2 on a regular basis and possess the qualifications and experience prescribed in column-3.

Name of post	Persons eligible	Condition of eligibility
1	2	3
Wireless Telegraphists (Basic Scale-8).	Telegraphists/ Teleprinter operator. (Basic Scale-7)	Passing a signalling test as given in Annexure 'A' to this Notification and having that least three years service in Grade 7 in the department.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT.

4. A candidate must passess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification :

Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Costs Bhuddist Community, recognised tribes of the Tribal Areas, Azad Kashmir, Gilgit Agency and Balistan in accordance with the Instructions issued by the Establishment Division :

Provided further that for Government Servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years.

APPENDIX NO 27

TRAINING

5. Before appointment as Wiresless Telegraphists the selected candidates will be required to successfully undergo course of training not exceeding nine months in the training Institution and a further three months practical training at various wireless stations and a Radio office. The Training will include course in High Speed Telegraphy.

Director General may increase or decrease the training period according to exigency of service.

PROMOTION

6. Persons appointed by promotion or direct recuitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary it may be extended not exceeding one year as may be prescribed at the time of appointment or Appointment on probation shall be subject at the provisions of Article 6 of Civil Servant Act, 1973.

7. This notification supersedes all previous rules on this subject and issues with the concurrance of the establishment Division.

SCHEDULE

(*See* rule 4)

Designation and grade of post	Qualifications and experience	Age limits	
		Maximum	Minimum
1	2	3	4
Wireless Telegraphists (Basic Scale-7)	Must be matriculate with Science preferably with a certificate in High Speed Telegraphy.	25 years	18 years

Annexure A

SIGNALLING TEST.—A candidate will be required to pass a test in Morse Transmission and Reception at 20 words per minute and also punching and Keyboard perforator at 45 words per minute and transcription from Morse of 5 units punched slips at 40 words per minute and Transcription from undulater slips at 40 words per minute.

APPENDIX NO. 28

RULES FOR THE RECRUITMENT TO THE POST OF TELECOMMUNICATION TECHNICIAN IN BASIC SCALE-8 IN TELEGRAPH AND TELEPHONE DEPARTMENT

(Dated 21-4-1972)

**The following rules for recruitment to the posts of *Telecommunication Technicians* in the Pakistan Telegraph and Telephone Department, are published for general information. These rules supersede all previous rules and instructions on the subject.

PART I.—GENERAL

1. These rules may be called Telecommunication Technicians Recruitment Rules.

2. In these rules unless the context otherwise requires :—

(a) 'Government' means the president or a person authorised by the President to make appointment to the post of Telecommunication Technician.

(b) "Department" means Pakistan Telegraph and Telephone Department.

(c) "Director-General" means the Director-General of Pakistan Telegraph and Telephone Department.

(d) "Head of the Region" means the General Manager|Director of the respective Region.

(e) "Post" means the post of a Telecommunication Technician in the T&T Department.

(f) "Departmental Candidate" means a candidate belonging to any of the following categories of the male employees of the Department who has at least 5 years service in his respective cader on the first day of January of the year in which the recruitment is made :—

(i) A Lineman who has qualified LM-2 course.

(ii) A Wireman who has qualified and of M-2, MC-2 and MW-2 courses.

(iii) A Telephone Operater who has qualified TO-1 course.

(iv) A Telegraphits, Teleprinter|Telex|phonogram Operater who has qualified TL-2 course.

(v) A Vehicle Driver who has qualified any of the courses mentioned against items (i) to (iv) above.

(g) "Direct appointment" means appointment made otherwise than by promotion or transfer from another service|post|Department.

**Vide* D.G. T & T O.M. No. A. 75-7/72, dated 21-4-1972

3. *Method of Recruitment* :—Recruitment to the post shall be made by the following methods :

(a) by direct appointment (by competitive examination) in accordance with part-II of these rules.

(b) by promotion of deparmental candidates in accordance with part-III of these rules.

4. *Reservation of Posts.*—(i) 50% of the posts shall be filled by direct appointment.

(ii) The remaining 50% posts shall be filled by promotion of departmental candidates.

(iii) If sufficient candidates do not qualify the competitive examination the remaining vacancies shall be filled by departmental candidates and *vice versa.*

(iv) Promotion against the departmental quota shall be made first and the posts reserved for direct appointment shall be filled later.

(v) Preference will be given to sons and dependents of the employees of the Department to the extent of 25% of the vacancies against the quota reserved for direct appointment subject to their qualifying the examination.

5. (i) Telecommunication Telchnicians shall be recruited for service with in the respective Regions and to the extent of vacancies available in that Region.

(ii) The list of Recruiting Regions is given in Annex 'A'. Vacancies of other units not included in the list will be filled in by Technicians drafted from the Recruiting Regions served by them as shown in Part-II of Appendix 'A' to these rules.

PART II.—RECRUITMENT BY DIRECT APPOINTMENT

6. *Examination.*—A competitive examination shall be held by the Heads of Regions at such time and place as may be prescribed by notice in the leading newspapers of the respective Region. Every such notice will ordinarily announce the number of vacancies to be filled. It will be open to the Heads of Region to recruit a greater or lesser number of candidates than the number advertised for recruitment.

7. (a) Vacancies in the post (s) to be filled by direct appointment shall be filled on Regional basis in accordance with Establishment Division O.M. No. 25||68|50-SEI, dated 22-1-1952

(b) If any vacancies cannot be filled on account of non-availability of a suitable candidate of the Region for which the vacancies is reserved, it should be carried over to the share of the Region concerned and filled from that Region in the next recruitment.

(c) Subject to the provisions of sub-rule (a) of this rule, reservation shall be made for the Scheduled Castes as mentioned below :—

(i) In case of offices in Pakistan 1% vacancies shall be reserved for scheduled Caste candidates.

8. *Subjects and Marks.*—The subject of the examination and the qualifying marks will be as prescribed in Annex 'B' to these rules.

9. *Status.*—(i) A candidate for appointment to the post must be a male and a citizen of Pakistan domiciled in the Region in which he wishes to serve. He will be required to produce a domicile certificate alongwith the Application Form.

(ii) A candidate who has married a person who is not a citizen of Pakistan shall not be eligible for appointment to the post but if any candidate marries an Indian National after obtaining the permission of Government he shall be regarded as eligible for appointment.

10. *Educational Qualification.*—(i) The candidate must have passed Matriculation Examination with Science or an equivalent examination recognised by the Government.

(ii) The employees of the Department *viz.* Clerks/Steno Typists and other who have passed Matriculation Examination or an equivalent examination recognised by the Government and have rendered at least 3 years service will be eligible to appear in the examination

(iii) A diploma in Engineering from the following institutions will be considered as an addititional qualification and will be preferred.

(a) N.E.D. College, Karachi.

(b) School of Electricians, Lahore.

(c) Punjab College of Engineering, Lahore.

(d) Radio Traffic Officers First and Second Class Certificate issued by the Director-General, T. & T. or its equlvalent diploma from a recognised University.

(e) A Government Technical School (Matriculation, Certificate).

11. *Age.*—(i) A candidate must except as provided in sub-rules (ii) and (iii) below, be not less than 17 years and not more than 24 years of age.

(ii) The maximum age limit may be relaxed by three years in the case of candidates belong to :—

(a) Scheduled Castes and Budhist Community.

(b) The recognised Tribes who are permanent residents in the areas mentioned below and whose families have been living in those areas:

Pakistan

1. Quetta Division.
2. Kalat Division.
3. Las Bela Disrtict.
4. Tribal areas of D.I : Khan, Peshawar and Malakand Division.
5. Former Excluded (Baluch) areas forming part of the Dera Ghazi Khan District.
6. Former Tribal areas of Mardan and Hazara Districts.
7. Nasirabad Sub-division.
8. Upper Tanawal area of Hazara District.

(c) The State of Jammu and Kashmir who live either in Pakistan or in the Azad Kashmir Territory, the Gilgit Agency or Baltistan, and the permanent residents of the Azad Kashmir Territory, the gilgit Agency and Baltistan.

Note 1.—A candidate who claims to belong to a Scheduled Caste or the Budhist Community will be eligible for the relaxation of age limit on production of a certificate in support of his claim from the District Magistrate or Political Agent or a Deputy Commissioner as the case may be.

Note 2.—Tribal candidates will be eligible for the relaxation mentioned at (b) above on production of a certificate from the Deputy Commissioner or the Political Agent concerned.

Note 3—The relaxation of age limit for persons belonging to the area mentioned at (c) will be admissible to a candidate who produces a certificate from the Kashmir Affairs Division, Government of Pakistan.

(iii) The maximum age limit may also be relaxed as follows :—

(a) In the case of employees of the Department who are candidates for recruitment by direct appointment, the upper age limit will be relaxed by a maximum of 10 years.

(b) In the case of candidates with special qualification such as Diploma Holders described in rule 10 (iii), the age limit will be relaxed to the extent as considered justified in each case.

12. *Applications.*—(i) A candidate should apply to the respective Head of Region before such date, in such form and manner and pay such fees as the Head of the Region may prescribe.

(ii) All Government servants who fulfil the conditions laid down in these rules, shall be eligible for admission to the Examination, if permitted to competent authority in their Department/Office. They should apply through the proper official channel to the Head of the Region concerned.

13. *Medical Examination.*—A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements shall not be appointed.

14. *Training.*—(i) Selected candidates will be required to undergo training for 24 months at the departmental Training Institute in a prescribed course as shown in Appendix 'C' to these rules. The period of training can, however, be increased or decreased by orders of the Director General.

(ii) After completion of the prescribed training the candidates will be examined by the Training Institute the result of which will determine their merit. A candidate is required to obtain at least 40% qualifying marks in each subject, failing which he will be treated as disqualified for appointment. A candidate who does not appear in the examination due to some reasonable excuse will be allowed to appear in the supplementary examination.

(iii) A candidate who is found unsuitable at any stage will be liable to immediate removal from the training and will be disqualified for appointment.

15. *Appointment.*—(i) On successful completion of training a candidate will be appointed on probation for a period of one year.

(ii) If the work or conduct of an official on probation is found to be unsatisfactory he will be discharged forthwith.

(iii) On satisfactory conclusion of his period of probation the official will be eligible for confirmation as and when a clear vacancy occurs.

(iv) If no action is taken under sub-rule (ii) or (iii) of this rule, the period after the prescribed period probation shall be treated as temporary engagement until further orders.

PART III.—RECRUITMENT BY PROMOTION

16. Promotion to the posts reserved for departmental candidates *vide* rule 4 (ii) shall be made in accordance with the following procedure :—

(i) Departmental Promotion Committee (*vide* appendix 35 to this Volume) will select candidates, on seniorty-*cum*-fitness basis from amongst the persons holding the posts mentioned in rule 2 (f) above, including those deputed to other Regions/Units. The selected candidates will be sent to the Training Institute for training in Technicians Course appropriate to his section as shown in Appendix 'C'. The training will be for a period of 7 months in case of Technicians in the general

ANNEXURE 'A'

branch and 12 months in case of technicians in the Carrier and Wireless Branch, which can, however, be increased or decreased by orders of the Director General.

(ii) The trainees after completion of the course will be examined by the Training Institute and the names of the qualified candidates will be intimated to the Regions concerned.

(iii) On successful completion of the courses appropriate to their respective sections the candidates will be brought on a panel to be maintained section-wise and in the order of their original seniority for promotion to Technicians Cadre as and when vacancies occur in the respective section against the quota fixed for the departmental candidates.

(iv) The departmental quota of 50% in any sector/branch of Technician's trade reserved promotion by selection from among the cadres available for that sector, shall be distributed proportionately to their respective strengths.

Note.—In the selection of Lineman and Wireman for promotion to the cadre of Telecommunication Technicians first four posts will be filled in the respective sectors strictly on seniority-*cum*-fitness basis and the Fifth part will go to the senior most matriculate, if available, who has put in at least 5 year service in the cadre of Lineman/Wireman.

17. The candidates who have already not been medically examined will be required to produce a certificate of fitness from a Civil Surgeon at their own expenses before they are sent to the Training Institute.

18. No person shall have any claim for promotion as a matter of right.

XI. LIST OF REGIONS AUTHORISED TO RECRUIT TECHNICIANS

Sl. No.	Name of the Region	Official designation of head of the Region
1.	Southern Telecom. Region, Karachi	General Manager
2.	Karachi Telecom. Region, Karachi.	General Manager
3.	Overseas Telecom, Region, Karachi	General Manager
4.	Central Telecom. Region, Lahore	General Manager
5.	Lahore Telephone Region, Lahore	General Manager
6.	Islamabad Telecom. Region, Islamabad	General Manager
7.	Northern Telecom. Region, Peshawar	General Manager
8.	Western Telecom. Region, Quetta	General Manager

APPENDIX NO. 28

II. LIST OF OTHER REGIONS/UNITS DRAFTING TECHNICAL STAFF FROM THE RECRUITING REGIONS

Sl. No.	Name of the Regions/Units	Recruiting Regions to Provide Technical Staff
1.	Director, M/W (H/F) (dev), Karachi	STR/OTR/WTR
2.	Director, Electronic Telex Exchange Karachi	OTR/STR/KTR
3.	Divisional Engineer, RTTS, Karachi	DTR/STR/OTR
4.	Stores Depots located in KTR/STR	KTR/STR/OTR
5.	Director, C.C.C. Lahore	CTR/STR/NTR/WTR
6.	Divisional Engineer, RTTS, Lahore	CTR/LTR
7.	Director, M/W (Dev), Islamabad	CTR/ITR/NTR
8.	Stores Depots located in ITR/NTR	ITR/NTR
9.	Divisional Engineer, RTTS, Peshawar	NTR/ITR
10.	Divisional Engineer, RTTS, Rawalpindi	ITR
11.	Divisional Engineer, RTTS, Sukkur	STR
12.	(a) Dte-General, Islamabad	All the recruiting
	(b) Director, TSC., Haripur	Region.
	(c) Director, TRC., Haripur.	
	(d) General Manager, Central Telecom. Research Laboratories, Islamabad.	
	(e) Director (NWD), Islamabad.	

ANNEXURE 'B'

Syllabus and qualifying marks for competitive Examination for recruitment to the posts of Telecommunication Technicians :—

The subjects of the examination will be :—

	Marks
(i) English of General Knowledge (Matric Standard)	100
(ii) Mathematics (Matric Standard)	100
(iii) Physics and Chemistry (Matric Standard)	100
Total ..	300

Note : 1. The qualifying standard will be 30% of the marks in each subject and 40% marks in the aggregate.

Note : 2. Candidates may answer question papers under item (i) and (ii) above in Eng. or the language of the Board of Education from which the candidate passed the Matriculation Examination. This should be indicated in the application.

Note : 3. Marks obtained will not be communicated to the candidates.

APPENDIX No. 28

I. SCHEDULE OF COURSES PRESCRIBED FOR DEPARTMENT CANDIDATES.

Section/Course	Official to be trained	Eligibility for Appointment.
(1)	(2)	(3)
1. **Tech-1.**		
(*i*) Lines & Cable	Lineman Telegraph & Telephone	
(*ii*) Phones External.	-DO-	Technician (External)
2. **Tech-2.**		
(*i*) Phones Internal Auto	Wireman (phones)	
(*ii*) Trunk Technical & STD/ NWD.	Telephone Operators.	Technician (Internal)
3. Tech-3.		
(*i*) Telegraph Equipment and Teleprinters.	Wireman Electrical Telegraphists, TPO, Telex Operator Phonogram Operator.	
(*ii*) Power plant Electrical Installation & Air Conditioning.	-DO-	Technician (Electrical)
4. **Tech-4.**		
(*i*) Carrier & VFT	Carrier & Wireman Coaxial	Technician (Carrier)
(*ii*) Coaxial Cable & System	-DO-	
5. **Tech-5.**		
(*i*) Radio (TX, RX)	Wireman (Radio)	Technician
(*ii*) T.O.R. & Terminal	-DO-	(Radio).
6. **Tech-6.**		
(*i*) Microwave & V.H.F.	Wireman (Radio)/ Microwave	
(*ii*) Satellite	-DO-	Technician (Mic/ Radio/Satellite).

Note :— The Officials shown in column 2 as well as the Vehicale Drivers will be given training in a Technician's courses appropriate to the basic course qualified by him viz L.M-2, N-2, MT-2, MC-2, TO-1, TL-2.

I Candidates recruited by Direct Appointment Candidates will be trained in different Sections according to the requirement of Region/Units.

D.G. T&T Office memo No. D(I). 1-5/80 Dated 31-1-81.

D.G. T&T O. M. No. E(I) 1-5/80 Dated 5-5-80.

APPENDIX No. 28-A

Deleted.

APPENDIX No. 29

Deleted.

APPENDIX No. 30

RULES FOR THE RECRUITMENT TO THE POST OF CONSERVANCY INSPECTOR IN BASIC SCALE-5 IN TELEGRAPH AND TELEPHONE DEPARTMENT

(Dated 1-2-77)

**In pursuance of sub-rule 3 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Conservancy Inspectors in Grade-5 in Telegraph & Telephone Department.

METHOD OF APPOINTMENT

2. The post of Conservancy Inspector will be filled by Direct Recruitment.

QUALIFICATION EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT

3. A candidate must possess the Educational qualifications and experience and must be within the age limits as mentioned in the Schedule of this Notification :

Provided that the maximum age limit will be relaxed by three years in case of candidates belonging to Scheduled Castes, Budhist Community, recognized Tribes of the Tribal Areas, Azad Kashmir, Nothern Areas (Districts of Gilgit, Ghizar Skardu, Diamir and Ghanche) in accordance with the instructions issued by the Establishment Division.

PROBATION

4. Appointment shall be made on probation for a period of one year, this period may be curtailed for good and sufficient reasons to be recorded or, if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of article 6 of the Civil Servant Act, 1973.

This notification issues with the concurrence of the Establishment Division.

SCHEDULE

(*See* para 3)

Designation and Grade of the Post	Qualifications and experience	Age Limit	
		Maximum	Minimum
Conservancy Inspectors (Basic Scale-5)	(i) Diploma in preventive medicine and Hygiene from a recognised institute. (ii) Practical experience preferable.	30 years	18 years

** *Vide* D.G. T & T M.O. No. Staff (1). 26-1/76 (E) dated 1-2-77.

APPENDIX NO. 31

RULES FOR THE APPOINTMENT TO THE POST OF DUPLICATING MACHINE OPERATING BASIC SCALE 4 IN TELEGRAPH AND TELEPHONE DEPARTMENT.

(Dated 1-3-1977)

In pursuance of sub-rule (2) of rule (3) of the Civil Servants Appointment, Promotion, and Transfer) Rules, 1973, the following method qualifications and other conditions are laid down for appointment to the posts of Duplicating Machine Operators in Basic Scale-4 under the Ministry of Communications (Telegraph and Telephone Department)

METHOD OF APPOINTMENT

2. The post of Duplicating Machine Operator will be filled by promotion in accordance with rule 3 below.

CONDITIONS FOR PROMOTION

3. Promotions to the posts in Column 1 below shall be made by Departmental Promotion Committee from amongst the persons who hold the posts specified in Column 2 below and possess the qualifications and experience specified in column 3 below :—

Name of the post	Persons eligible	Conditions of Eligibility
1	2	3
Duplicating Machine Operator Basic Scale 4.	(i) Record Sorter. Basic Scale 2. (ii) Daftaries. Basic Scale 1.	(a) Must have completed not less than five years service. (b) Possessing sufficient knowledge of work in English language. But preference will be given to Middle passed candidates. (c) Must be experienced in handling Duplicating Machine and also know its maintenance.

4. This Notification issues with the concurrence of the Establishment Division, *vide* their O. M. No. 36/1/77-DV dated 21st February, 1977.

Vide D.G. T&T O.M. No. E(I). 38-20/76 dated 1-3-1977.

Vide D.G. T&T O.M. No. E (I), 38-20/76 dated 1-8-77 (Substituted)

Upgraded from NPS-3 to NPS-4 *vide* D.G. T&T O.M. No. E. 55-9/80 dated 11-10-1980.

APPENDIX NO. 32

RULES FOR THE APPOINTMENT TO THE POST OF LIFT DRIVER BASIC SCALE-2 IN TELEGRAPH AND TELEPHONE DEPARTMENT

(Dated 20-10-76)

**In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method qualifications and other conditions are laid down for appointment to the post of Lift Driver in Basic Scale-2 under the Ministry of Communication, Telegraph & Telephone Department.

METHOD OF APPOINTMENT

2. The post of Lift Driver will be filled by promotion in accordance with rule 3 below :—

CONDITIONS FOR PROMOTION

3. Promotions to the posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 and possess the qualifications and experience specified in column 3 below :—

Name of the Post	Persons Eligible	Conditions of eligibility
1	2	3
Lift Driver. (Basic Scale-2)	Peons Basic Scale-I Daftaries Basic Scale-I Farash Basic Scale-I Chowkidars Basic Scale-I	Must be literate, have minimum 3 years regular service in the T & T Director-General and be within 45 years of age. Preference will be given to those who in addition to the above qualifications have minimum 6 months practical experience of the job or possess Electricians certificate.

4. This notification issues with the concurrence of the Establishment Division.

**_Vide_ D.G. T & T O.M. No. E (I). 38-9/76 dated 20-10-1976.

APPENDIX NO. 33

RULES FOR THE RECRUITMENT TO THE POST OF MALI BASIC SCALE-1 IN TELEGRAPH AND TELEPHONE DEPARTMENT

(Dated 17-5-77)

**In pursuance of sub-rule (2) of rule (3) of the Civil Servant (Appointment, Promotion and Transfer) Rules, 1973, the following method and other conditions are laid down for appointment to the posts of Malis in Basic Scale-1 under the Ministry of Communications (Telegraph and Telephone Department).

METHOD OF APPOINTMENT

2. The post of Mali will be filled by direct recruitment in accordance with rule 3 below.

EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

3. A candidate must be have the experience in gardening and must be within the age limits of 18 to 30 years maximum age limits relaxable in special cases.

PROBATION

4. Appointment shall be made on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or, if considered necessary, it may be extended for a period not exceeding six months as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of article 6 of the Civil Servant Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division *vide* its O.M. No. 36/2/77-DV., dated 12th May, 1977.

** *Vide* D. G. T & T O.M. No. (I) 38-22/76 Dated 17-5-77.

APPENDIX No. 34

STAFF STANDARD—1978

(375—376)

APPENDIX NO. 34

(Staff Standard)

1. INTRODUCTION

1.1. The Pakistan T&T Department had been following the pre-independence Staff Standards until 1953 when it formulated its own Standards based on the concept of "Units" for each item of equipments and systems. Later these standards were revised in 1957 and certain changes were made which were found to be necessary at that time. In 1960 a Committee was formed to formulate an entirely new set of Standards. However, the staff recommended as a result of the review made by this Committee, followed the patten of the previous Standard and resulted in an increase in the number of the Staff. Due to serious unemployment prevailing in the country there had been a tendency to over-employ rather than raise the level of productivity. The employment of superfluous personnel created a maintenance hazard and lowered the standard of service. The annual growth rate of the staff had been exceeding the growth rate of the annually installed telephones. All the telephone exchanges in Pakistan are attended at present whereas in other countries, automatic exchanges of 1000 line units and even beyond this capacity operate un-attended. Apart from the fact that in unattended automatic exchanges less faults occur than in attended ones, the unattended exchanges offer a sizeable saving of personnel. Further-more, in Pakistan more than half of all the recorded faults occur within aerial sections of subscriber lines which are 5 times more than in Eropean countries.

1.2. In 1968, the NTB Telecommunication Consulting Services Ltd., West Germany was appointed by the World Bank to carry out a study of long term Telecommunication needs in Pakistan as desired by World Bank. The NTB observed that the long term growth of Telecommunications is not only dependant on the availability of funds and on the constructional and technological progress but also just as much on a sound and effective manpower employment policy. There is a world wide accepted standard for the utilization of manpower in the field of telecommunications expressed as the number of staff employed per 1000 telephones. In June, 1968 the total employees of Pakistan T&T were 29383 and the number of telephones in service was 170000 *i.e.* 171 persons per thousand telephones whereas in other administrations at a similar stage of development, the number is 50% to 75% of this number. In developed countries it ranges from 10—30 persons per 1000 telephones. The NTB Consultants also observed a tendency to employ more Peons and Watchmen than Wiremen, Cable jointers and Accountants. The number of Administrative personnel was also observed to be considerably high. The ratio of different types of personnel at that time was :—

(i) Technical personnel	45%
(ii) Operative personnel	27%
(iii) Administrative personnel	28%

In Switzerland it was 47%, 34% and 19% respectively which indicated that the percentages of personnel in technical sector was nearly the same in both the countries but Pakistan employed more personnel in Administrative and Operative

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(Staff Standard)

sectors. The number of telephones covered by an employed in three sectors in both the countries at that time is given below :—

Country	Technical Sector	Operative Sector	Admin. Sector	Total
Pakistan	13	22	22	56
Switzerland	259	357	652	122

1.3. The department was alive to the problems arising from over staffing and was studying ways and means of remedying the low productivity of the excessive staff and had given an undertaking to the World Bank that the labour productivity would be increased with the maximum possible speed and the ratio of staff employed per 100 telephones would be reduced by at least 4% per annum.

1.4. Keeping this in view the staff standards were revised in 1970 and the training facilities were improved and supplemented under aids from West Germany and the UNDP. The ratio of the staff was reduced year by year so that in 1974 there were 23390 employees looking after about 200000 telephones *i.e.* 117 per 1000 telephones.

1.5. While concurring in the Staff Standard 1970, the F.A. (Comms) had advised that those Standards should be deemed to be valid upto 30th June, 1975 and a revision should be made thereafter and got cleared from them. The question of revision of the Standard has remained under consideration since then and efforts were made from time to time to come up with the revised standard. Views of the senior officers of the Department were also obtained to ascertain the nature and scope of the revision required.

1.6. Taking into consideration the views and proposals received on the subject from various quarters, the experience gained by the Department in the maintenance of conventional systems, the level of the available technical expertise, introduction of new technology such as Satellite Communications and Nation Wide Dialling System etc., the new Staff Standards have been compiled by me with the assistance of Mr. M. Israil Khan, Superintendent (Establishment-I) Branch. The undertaking given by the Department to the World Bank to reduce the staff from the existing 117 persons per thousand telephones to 90 per thousand @ approximately 4% per annum has also been kept in view in formulating the new Standards. The draft of the new Standards was discaused with the concerned officers in the field and was applied on some typical installations at Rawalpindi, Lahore and Karachi before finalising them.

1.7. The New Standards will be known as Staff Standards 1978. These will come into effect from 1-10-1979. All proposals relating to the sanction of new posts including the compilation of the annual New Items Statements shall henceforth be based on these standards. Proposals for sanction of posts for

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(Staff Standard)

Systems/Equipments/Offices not covered by these Standards shall be examined individually on merit, in the light of justifications furnished for the same. The application of the new Standards may result in staff in certain sectors to be found surplus. It is not the intention of the Department to retrench the surplus staff. All surplus staff would be gradually absorbed against additional posts justified for the maintenance & operation of new systems and services on completion of development schemes. With the improvement in the training facilities, streamling of the procedures and automation in maintenance and operation work, further improvement in the utilization of manpower would be possible in future.

M. Z. FAROOQUI.
Chief Engineer (S & E).

October, 1979
E (I) 6-1/77.

Note the staff standard has been concerned by Finance under U.O. No. 1529-DFA (C-III)/79, dated 1st October, 1979.

APPENDIX No. 34

(2) LOCAL TELEPHONE EXCHANGES

APPENDIX NO. 34

(Staff Standard)

2. STAFF STANDARD FOR TELEPHONE EXCHANGES

(1) A local Telephone System means, the entire external and internal the local Telephone Systems ranging from 10 lines to 30,000 lines are given in Table-I at the end of the section. The following principles have been observed in prescribing the Standards :—

(1) A local telephone System means, the entire external and internal plant of a single public telephone exchange. The staff for each public telephone exchange is to be worked out separately.

(2) Satellite exchanges working into a main exchange are considered as independent public exchanges, for the purpose of calculating the Staff.

(3) The capacities of all PBXs working from a single telephone exchange should be added together and staff calculated separately at 50% of the added capacity in accordance with Table-I.

(4) Indoor staff has been calculated on the basis of equipped capacity and Out-door staff on the basis of working connections.

(5) Staff for exchange capacities lying in between two slabs should be interpolated on proportionate basis.

(6) Staff in fractions should be ignored.

2.2. *Line Staff.*—In a small exchange of a small town or in a suburb of a large town there are largely scattered telephone loops and most of the time of linemen on duty is occupied in travelling from one subscriber to another subscriber. Thus one lineman can look-after lesser number of telephone in his area. A large exchange covers residential areas with scattered subscribers and commercial subscribers are concentrated in commercial areas.

In small towns or suburbs the connections are mostly on open wire lines and in large towns most of the loops are with drop wires, and multi-storied buildings are served with block wiring. In future years, mobile maintenance parties with small pick-ups fitted with ladders etc, will be able to cover much larger number of telephone as compared to a L/M moving on bicycles.

2.2.1. *Lineman.*—

Connection	Standard
Upto 200	One L/M per 50 working connecttion
201 — 1000	3 L/M + 200 per working connection
1001 — 6000	4 L/M + 250 per working connection
6000 & above	8 L/M + 300 per working connection

N.B.—(1) For calculating working connections parallel extension and extensions of PBXs and PABXs will be counted as half working connection and added to direct working connections.

(2) Add 15% to calculate number of linemen for the work of Opening, closing and shifting of telephones and other miscellaneous duties.

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2.3. *Test and Complaint and Inquiry.*—Upto 400 lines exchanges no Test complaint, or enquiry positions would be installed. For 400—1000 lines exchanges Test and complaint and Enquiry board will be combined and for recording of complaints after 2200 hours one complaint or recording position may be manned. For round the clock operation above 3000 lines there should be one complaint recording position for every 3000 lines, one test position for every 3000 lines and one enquiry position for every 400 lines. Enquiry should be centralised for multi-exchange area. Number of operators for test and complaint and enquiry positions is obtained by multiplying the number of positions by figure 4. These calculations have built in provision for leave reserve and operators for logistic work and observation desks in the divisional or regional office.

2.4. *Technicians.*—One Technician will be incharge of indoor and outdoor plants for exchanges from 200 to 400 lines. For smaller exchanges from 10 to 50 lines one technician will be incharge of a number of exchanges with aggregate capacity of 200 lines. From 400 lines upwards separate indoor and out-door Technicians will be provided. One Technician outdoor will be incharge of 8 Linemen. The indoor Technicians include Technicians for power plant T & C and switch room, enquiry and junction centre etc.

2.5. *Cable Technician.*—One Cable Technician for every 1500 lines upto 6,000 lines and one Cable Technician for every 2000 lines beyond 6,000 lines.

2.6. *Engineering Supervisors.*—Engineering Supervisors indoor on the basis one E. S. per 1000 lines. Engineering Supervisors outdoor are on the basis of one E.S. for every 3 Technicians outdoors. Cable Tech. will be supervised by E.S. outdoor unless this number is three or more to justify an exclusive E.S. out-door for Cables. Where only one E.S. is justified, he will be incharge of both internal and external plant. One E.S. Traffic for every ten telephone operators.

2.7. *Assistant Engineers/Sub-Divisional Officers.*—One A.E. out-door (SDO) on every. Two three E.Ss. (out-door and Cables) to be responsible for all out-door plant. One A.E. (In-door) on every four E.Ss (Traffic). One additional A.E. for every 3000 lines upto 12000 and 5000 lines upto 20,000 lines and 7,500 lines upto 30000 lines of internal plant including switch room, power plant, M.D.F. Air-conditioning etc.

2.8. *Divisional Engineers.*—If the size of the telephone exchange is 6000 lines or more a Divisional Engineer (PH) will be incharge of an exchange. A second D.E. (PH) will be provided at 12,000 lines capacity. One of the two Divisional Engineers will be incharge of internal plant and the other for external plant. A 3rd Divisional Engineer will be provided at a capacity of 20,000 lines. One Divisional Engineer (PH) will be justified for a combined charge of 4,000 lines exchange alongwith Trunk Exchange and S.T.D. Exchange.

TABLE 1.—STAFF STANDARDS FOR TELEPHONE EXCHANGE

Equipped Capacity/working Connections/Terminated pairs.	D.Es.	Asstt. Engineers.				Engineering Supervisors.				Technicians.						Telephone Operators.		
		In-door	Out-door	Traffic (T&C)	Total	In-door	Out-door	Traffic (T&C)	Total	In-door	Out door	Cable	Total	Wire-men.	Line-men.	For Auto-Exchange. (T&C)	For Enquiry	For Manual Exchange.
Upto 10 Lines,	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	1
11—50	—	—	—	—	—	—	—	—	—	—	—	—	—	—	1	—	—	2
51—100	—	—	—	—	—	—	—	—	—	—	—	—	—	1	2	—	—	5
200	—	—	—	—	—	—	—	—	—	1	—	—	1	1	4	—	—	8
300	—	—	—	—	—	1	—	—	1	1	—	—	1	1	4	—	—	10
400	—	—	—	—	—	1	—	—	1	1	1	—	2	1	5	5	—	12
600	—	—	—	—	—	1	1	—	2	1	1	—	2	1	6	5	—	—
1000	—	1	—	—	1	1	1	1	3	2	1	1	4	1	8	8	5	—
3000	—	1	1	—	2	2	2	2	6	6	2	2	10		18	10	7	—
5000	—	1	1	—	2	4	3	2	9	8	3	3	14	2	28	14	8	—
6000	1	2	1	—	3	6	3	2	11	10	4	4	18	2	32	16	8	—
8000	1	2	2	1	5	8	3	3	14	12	5	4	21	3	40	20	10	—
10,000	1	3	2	1	6	10	4	4	18	14	6	5	25	3	47	24	12	—
12,000	2	3	2	1	6	12	4	4	20	15	7	6	28	3	55	32	12	—
14.000	2	4	3	1	7	14	5	6	25	17	8	7	32	4	63	40	16	—
16,000	2	4	3	2	7	16	6	7	29	20	9	8	37	4	70	48	16	—
20,000	3	5	3	2	10	20	7	8	35	25	11	10	46	5	86	56	20	—
30,000	4	6	3	3	12	30	10	12	52	30	15	15	60	5	23	80	32	—

Note.—Figures in this column are to be taken as equipped capacity while calculating in-door staff and working connections while calculating outdoor staff.

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STAFF STANDARD

(3) **TRUNK EXCHANGES, STD & NWD EXCHANGES**

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3. TRUNK EXCHANGES

3.1. *Traffic Staff-Inland.*—The traffic staff to be provided in Inland Trunk Exchanges is given in the Table (2) Calculation of this Staff is based on the following principles :—

1. Traffic (I) for the purpose of Calculating Operators positions. = E (Effective Calls) + 1/2N (Non=effective Calls).

2. Record positions .. .. $= \frac{T}{1000}$

3. Enquiry positions .. .. $= \frac{T}{1000}$

4. Toll positions (Including concentration) .. .. .. $= \frac{T}{150}$

5. Total positions .. .. $= \frac{T}{1000} + \frac{T}{1000} + \frac{T}{150}$

$= \frac{13T}{1500}$

6. No of operators @ 3 per position (2.25 *plus* 33—1/2% for short relief, weekly off, leave reserve and miscellaneous work). $\frac{13T \times 3}{1500} = \frac{T}{40}$

7. Staff calculated on the above basis is given in Table-2.

N.B.—(1) Effective call (T) is to be taken as a unit call of 3 minutes duration.

(2) Total monthly traffic should be divided by 25 to arrive at the average daily traffic.

3.2. *Traffic Staff-Overseas.*—The traffic staff to be provided in the overseas trunk exchange is given in Table (3). The basis of calculation of the Staff is the same as for the Inland Trunk Exchanges except that the number of Telephone Operators is T 30 in consideration of the fact that a very large proportion of the calls is P.P. calls and more information is needed by the booking operator for preparing the ticket.

3.3. *Maintenance staff.*—The maintenance Staff for Inland and Overseas Trunk Exchanges is given in Table (4).

3.4. *Divisional Engineer (Trunks).*—There will be a Divisonal Engineer (Trunks) for every 5 Assistant Engineers (Traffic) and Assistant Engineers (Maintenance) plus Assistant Engineers (STD)|Assistant Engineers (NWD), if it is decided to place the STD/NWD under the charge of Trunk Division. A Draughtsman will be provided in the office of Divisional Engineer (Trunks).

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3.5. Miscellaneous logistic jobs like preparation of various statements *including ACE-98 statement, checking and stamping of Blank sets, preparation* of traffic load return, Ticket sorting should be done by arranging 1 or 2 Operators in black hours from the above mentioned operating staff.

For preparation of graphs, one draftsman will be available with the Division where all such work will be concentrated. The stores and vehicles, if any, should be maintained by Assistant Engineer (Maintenance).

These formulas include leave reserve for operative staff and hence no additional leave reserve calculations are necessary.

The Cadre of T. S. Monitors will be abolished as it is considered superfluous in presence of Engineering Supervisor (Traffic). The Telephone Operators have been made eligible for recruitment as Technicians and Supervisors as per rules.

3.6. *Nation-Wide Dialing and STD. (Point to Ponit) Exchanges.*—3.6.1. For the purpose of calculating staff for NWD and STD Exchanges, the installations are equated that of the Switch Room of a local Telephone Exchange by adding the total number of incoming and outgoing channels and the local junctions connecting the various exchanges, and multiplying the sum by two. The staff is then provided as for internal plant of a Telephone Exchange.

3.6.2. The maintenance staff is given in Table-5.

3.6.3. *STD/NWD.*—More Engineering Supervisors are to be given as compared to Technicians because of the higher technical level of maintenance duties involved.

TABLE 2

TRAFFIC STAFF FOR TRUNK EXCHANGES (INLAND)

S.No.	Daily Traffic T=(E+N/2).	Telephone Operators	Engg. Supvrs. (Traffic)	Assistant Engineers (Traffic)	Boy-peons	Lady Attendants
1.	*100	5	—	—	—	—
2.	200	6	1	—	—	—
3.	400	10	1	—	—	—
4.	800	20	2	—	1	—
5.	1000	25	3	—	1	1
6.	1500	38	4	—	1	1
7.	3000	75	8	1	2	2
8.	4000	100	10	2	2	2
9.	5000	125	13	3	2	2
10.	6000	150	15	3	3	3
11.	7000	175	18	4	3	3
12.	8000	200	20	4	3	4
13.	9000	225	23	5	4	4
14.	10000	250	25	5	4	5

*Note.—Staff for low traffic centres would be sanctioned only when a separate trunk board is installed for the handling of trunk traffic.

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TABLE 3

TRAFFIC STAFF FOR TRUNK EXCHANGES (OVERSEAS)

S.No.	Daily Traffic T=(E+N/2).	Telephone Operators	Engg. Supvrs. (Traffic)	Assistant Engineers (Traffic)	Boy-Peons	Lady Attendants.
1.	*100	5	1	—	1	—
2.	200	7	1	—	1	—
3.	400	13	1	—	1	—
4.	800	27	2	—	2	1
5.	1000	33	3	—	2	1
6.	1500	50	5	1	2	2
7.	3000	100	10	2	2	3
8.	4000	133	13	3	3	4
9.	5000	167	17	3	3	4
10.	6000	200	20	4	3	4

*Note.— Staff for low traffic centres would be sanctioned only when a separate trunk board is installed for the handling of the trunk traffic.

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TABLE 4.

MAINTENANCE STAFF FOR IN-LAND & OVERSEAS TRUNK EXCHANGE

		Assistant Engineers	Engg : Supvrs.	Technicians	Wiremen
1.	Upto 5 position	—	—	1	—
2.	6 to 10 position	—	—	2	1
3.	11 to 20 position	—	1	2	1
4.	21 to 40 position	—	2	4	2
5.	41 to 60 position	1	3	4	3
6.	61 to 80 position	1	4	6	3
7.	81 to 100 position	1	5	7	3
8.	101 to 125 position	2	6	9	4
9.	126 to 150 position	2	7	10	5
10.	151 to 200 position	2	8	12	6

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TABLE 5

NATION-WIDE DIALLING & S.T.D. (POINT TO POINT) EXCHANGES

Capacity (I/C & O/G Carrier Channels + I/C & O G-local junction circuit) ×2.	Assistant Engineers	Engg: Supvrs.	Technicians	Wiremen	Remarks
1. Upto 300 Lines	—	2	—	1	The Technician will be under one E.S. incharge of 3-4 such exchanges.
2. 301 to 400 lines	—	3	1	1	
3. 401 to 600 lines	—	4	2	1	
4. 601 to 1000 lines	1	5	3	1	*N.B.*
5. 1001 to 3000 lines	2	10	5	2	(1) The E.S. will also do the maintenance and logistic duties.
6. 3001 to 5000 lines	2	12	7	2	
7. 5001 to 8000 lines	3	13	8	2	(2) Maintenance duties includes the maintenance of exchange plant and all allied equipment installed for STD exchange e.g. electric fitting and fixture, air-conditioning equipment & stand by power plant etc.
8. 8001 to 10000 lines	3	15	9	3	
9. Above 10000 lines.	3	17	10	3	

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(4) OPEN WIRE LINES, SMALL EXCHANGES & CARRIER STATIONS ETC. MAINTAINED BY THE TELEGRAPH DIVISIONS

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4. STAFF STANDARDS FOR TELEGRAPH DIVISIONS

4.1. *L/M. Telegraph.*—One L/M. for :—

(i) Every 40 k.m. of C.D.P. alignment.
(ii) Every 80 k.m. of all other alignment.
(iii) Stores in each Sub-Division.
(iv) Each Sectional Supervisor.

Leave reserve to be provided on Sub-Divisional basis @ 10% of the total.

4.2. *Technician Telegraph.*—One Technician Telegraph for every 8 Linemen. The Technician will also be incharge of small Telephone Exchanges falling in his section and which justify only one Telephone Line-man.

4.3. *Engineering Supervisor Telegraph.*—One E.S.T. for every 6 telegraph technicians. Charge to bifurcate on ten technicians. He shall also be incharge of such telephone exchange carrier stations telegraph offices P.C.Os, which do not justify an E.S. of that branch and which fall in his section. In such a case he will have the required number of technicians Telegraph/Telephones/Electrical etc. under him.

4.4. *Sub-Divisional Officer Telegraph.*—One S. D. O. T. over 5 Engineering Supervisors telegraph or a combination of Engineering Supervisors telegraph/telephone/carrier/electrical trunk etc. which do not justify an Assistant Engineer independently and which fall in his Sub-Division. Charge will be birfucated when number of E.Ss. exceeds-7.

4.5. *Divisional Engineer Telegraph.*—One Divisional Engineer over 4 SDOs T or a combination of SDOs (T) & AEs (PH)|Carrier|Electrical|Trunk etc. which do not justify independent Divisional Engineer of that branch. Second DET when number of SDOs/A.Es. exceeds 6.

A Telephone Exchange under a Divisional Engineer Telegraph, when expanded to 4000 lines alongwith the Trunk Exchange and S.T.D. Exchange in that town would be formed into one Telephone Division.

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(5) TELEPRINTERS, TELEX & GENTEX EXCHANGES AIRCONDITIONING PLANTS AND ELECTRIC INSTALLATIONS MAINTAINED BY THE ELECTRICAL DIVISION

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5. STAFF STANDARD FOR ELECTRICAL DIVISION

5.1. *Teleprinter Machines & Misc. Electric Installation.*—The Standards prescribed hereunder are for maintenance of teleprinter machines alongwith misc-electric installations for which suitable weightage has been provided in the standards.

5.1.1. One Technician per 8 T. P. Machines aggregated for the entire Electrical Division.

5.1.2. One Engineering Supervisor per 6 Technicians and a second Engineering Supervisor at 10 Technicians.

5.1.3. *Wiremen.*—One Wireman for each Engineering Supervisor (Electrical).

5.1.4. One Assistant Engineer per 6 Engineering Supervisors. A second Assistant Engineer (Electrical) at 10 Engineering Supervisors.

NOTE :—At stations where more than 300 Teleprinter Machines are installed, an overhauling and repair shop would be set up with staff justified with the above formulae. No extra staff should be sanctioned for such repair and overhauling shops.

5.2. *Staff Standard for Airconditioning Plant.*—

(1) Small unit aggregated to 10 tons capacity.		One Technician & One Cleaner.
(2) 11—25	,, ,, ,, ,,	2-Techs & 2 Cleaners.
(3) 26—50	,, ,, ,, ,,	1-Engg. Supvr. 3-Techs 2 Cleaners.
(4) 51—100	,, ,, ,, ,,	1-Engg. Supvr. 4-Techs. 3-Cleaners.
(5) 101 & above	,, ,, ,, ,,	1-Engg. Supvr. 6-Techs. 3-Cleaners.

Note :— (1) If more than one unit are installed and one at a time works, capacity will be taken of one unit only.

(2) *Boiler Attendent.*—One Boiler Attendeant per shift at a site where one more absorption type Air-conditioning equipment is installed.

(3) One Asstt: Engineer (Airconditioning) will be posted on 6 Engineering Supervisors (Airconditioning) in one town. Second Asstt: Engineer (Airconditioning) at 10 Engineering Supervisors.

5.3. *Phonogram Service.*—5.3.1. Maintenance staff as per table-4.

5.4. *Telex Gentex Exchanges.*—5.4.1. Auto Exchanges—

Auto exchanges	Tech.	E.S.	A.E.	W/M.	Cleaner*
Upto 100 lines.	4	1	—	1	1
101—300 lines.	5	2	—	1	1
301—500 lines.	6	4	1	1	1
501—1000 lines.	7	5	1	2	2
1001—5000 lines.	10	8	2	2	2
5001—10000 lines.	13	10	2	3	3

Note :— A.E. (Telex/Gentex) will also be the incharge of pix (Fascimile) and manual exchange data transmission equipment. If these installations are available at the same station or in nearly station which independently do not justify a separate A. E. *This cleaner is meant for Telex/Gentex Exchange as well as for cleaning Teleprinter machines of the system.

5.4.2. *Manual Telex Exchanges/Boards.*

1-2 Boards 5 T. P. Os Telex Operators per board.

3-4 Board 4 T. P. Os/Telex Operators per board.

5-6 Boards 3 T. P. Os/Telex Operators per board.

6—20 Boards 2 T. P. Os/Telex Operators per board. and above.

Oe Engineering Supervisor Telex (traffic) for 10 TPOs telex operaters. Min. 1 E.S. (Traffic) for each exchange.

N.B.—(1) A board means manual telex board, monitor position and test position.

(2) Maintenance of such board will be done by staff in a nearby only telex exchange. If no such auto telex exists, 1 Technician will be justified for maintenance duty. This one E.S. will also be logistic work.

5.5. *Divisional Engineer (Electrical).*—One Divisional Engineer Electrical on 6 Assistant Engineers (Electrical)/Telex/Gentex/Airconditioning, second Divisional Engineer (Electrical) at 10 Assistant Engineers.

5.6. *Draftsman.*—One Draftsman to be attached to each Division.

5.7. *Administrative Jurisdiction.*—Where the size of all electrical installations at a station taken together, does not justify an exclusive Assistant Engineer (Electrical) such installations will be number the control of the Telegraph Division of the area

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STAFF STANDARD

(15) RECOMMENDATIONS—STORES AND WORKSHOP ORGANIZATIONS

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(Staff Standard)

6. STAFF STANDARD FOR MULTIPLEXING EQUIPMENT ON LAND LINES|RADIO SYSTEMS

6.1. These Standards prescribe Staff or Open Wire Lines, underground cables, aerial, under water cable, Coaxial Cable. Radio system means narrow/medium/wide band systems on VHF, UHF, Line of Sight over the horizon Microwave system etc.

6.2. The Carrier multiplexing equipment working on land lines or Radio systems will be maintained by the staff to be calculated from Table-6 on the basis of total number of circuits *i.e.* Carrier Channels, VFT Channels and Physical circuits of all systems installed at one station in one hall. Normally VFT equipment is installed in the same room in which carrier systems are installed but at major stations where the VFT systems are in a separate room, the staff will be calculated separately for the VFT.

6.3. Maintenance Staff for transmission systems of land lines and Carrier/Coaxial Cables should be calculated from Table 7 and 10. For Microwave transmission systems staff will be calculated from Table-8. For no break power plant or plant for local generation of electric power staff will be calculated from table-9. Standards for the staff for satellite earth stations are given under "Recommendations" and will be considered tentative for the time being. Systems with 1 to 3 channels total capacity of 3 to 30 voice channels should be un-attended after 1700 hours till 0600 hours. One E.S. maintenance for such stations will have a service telephone at his residence for emergency attendance. Stations with medium/wide band system terminals or remote power feeding equipment will be attended round the clock irrespective of the total number of channels derived from such systems. Maintenance staff calculated from Table-6, 7, 8, 9 and 10, will also maintain, in addition to multiplexing equipment, the associated stand by power plant, carrier repair-shop in the Headquarter of each division, and air-conditioning equipment, if exclusively meant for carrier equipment, station testing meters and will do renovation of wiring of circuits and will conduct tests on local leads and junctions.

6.4. Carrier or VFT stations for which Engineering Supervisors are justified *vide* Table-6, 7, 9 or 10 and the total Engineering Supervisors are 1 to 3, such a station will be under an Asstt. Engineer of the respective Telegraph Division. If a station justifies one Asstt. Engineer Carrier, he will be under the administrative control of the nearest Divisional Engineer Carrier. For every five Assistant Engineers Carrier/Coaxial, there will be a Divisional Engineer Carrier/Coaxial and for every three Asstt. Engineers Microwave there will be a Divisional Engineer Microwave. A draftsman will be attached to each Divisional Engineer.

6.5.1. *System Control.*—All broad band systems will have a control centre in each region and sub-Control Centres at attended drop/terminal stations where the aggregate of Voice/record channels is 100 or more. The Staff provided in

table 6, 7, 8, 9 and 10 includes the requirement for system and sub-system control centres. For maintaining of the control centres staff should be taken out from the number justified from the tables and deployed to the control centres as required.

6.5.2. System control staff will also be posted at Carrier/Microwave station which are important from the point of view of providing communication to important defence centres. The strength should be provided on merit of each case. Separate system control staff will be posted in such VFT stations which are not located in the same premises as the Carrier/Microwave station and provided the number of VFT channels is 100 or more.

TABLE 6.—STAFF STANDARDS FOR CARRIER MULTIPLEXING EQUIPMENT ON LAND LINES/RADIO SYSTEMS

MAINTENANCE

S.No.	No. of Carrier Chls. & or physical circuits and or V.F.T.	Technicians	Engg. Supvrs	Asstt. Engrs.	D.Es.	Wireman	Draftsmen	Remarks
1.	1—3	—	—	—	—	—	—	One Technician/Engg. Supvr. will visit such a station once a week. Thus no station staff.
2.	4—12	1		—	—	—	—	To be attended between 0900 and 1700 hours only.
3.	13—36	2	—	—	—	—	—	To be attended between 0600 and 1700 hours only.
4.	37—60	3	1	—	—	1	—	To be attended between 0600 and 2200 hours only.
5.	61—120	5	1	—	—	1	—	
6.	121—360	5	3	1	—	1	—	
7.	361—480	7	4	1	—	2	—	
8.	481—600	8	5	2	—	2	—	
9.	601—960	10	8	2	—	2	—	
10.	961—1800	10	12	3	—	3	—	
11.	1801—3000	12	16	4	—	4	—	
12.	3001—6000	15	21	4	—	5	—	
13.	6001—10000	18	24	5	1	6	1	

Note :— (1) Land lines means open wire line under-ground cable of any type aerial cable under-water cable, coaxial cable. Radio systems means narrow/medium/wide band system VHF, UHF, Microwave or Satellite systems Line of sight or over the horizon systems.

(2) If the station is terminal of Medium/Wide Band System remote power feeding system or a drop repeater of Med/Wide band capacity system with small capacity of channels the minimum staff will be 1 E. S. and 5-Technicians.

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TABLE 7.—STAFF STANDARDS FOR LAND LINES AND CABLE TRANSMISSION SYSTEMS

MAINTENANCE

S.No.	No. of Systems	Techs.	E. Ss.	A. Es.	W/Ms.
1.	Two medium and or one wide band system & or 10 narrow band systems.	5	1	—	1
2.	Four medium and or two wide band systems and/or 11—20 narrow band systems.	5	2	1	1
3.	Six medium and or three wide band systems and/or 21—30 narrow band systems.	5	5	1	2
4.	Eight medium and or four wide band system and/or 31—40 narrow band system.	5	6	2	3
5.	Ten medium and or five wide band systems and/or 41—50 narrow band systems.	8	8	2	4
6.	Twelve to fourteen Medium and or six-seven wide band systems and/or 51—75 narrow band systems.	10	10	3	5
7.	Fourteen to twenty medium and or seven to ten wide band systems and/or 76—100 narrow band systems.	12	12	3	6

N.B. 1. System means all equipments in the Carrier Station excluding channel Mode/demode equipment *i.e.* Group/super/Base Band translating equipment.

2. A system 12—60 channel capacity is a narrow band system.

3. A system of 60—300 channel capacity is a medium band system.

4. A system of 300—2700 channels or more will be one wide band system.

5. Staff from table-7 & 9 should be suitably utilized to form a unit for providing logistic support and system control.

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TABLE 8.—STAFF STANDARD FOR MAINTENANCE OF MICROWAVE SYSTEMS

		W/Man.	Mast Laskar	Tech.	Engg. Supvr.	A.Es.	D.Es.	Dir.
1	2	3	4	5	6	7	8	9
1.	1-2-24/60 Chis. or single hop wide band system.	1	1	$\frac{N}{2}$	—	—	—	,
2.	3 to 4 UHF 24/60 system or one wide band system with more than 2 repeater stations.	1+N/5	1+N/8	2+2D+T	1+N/3+3T	$\frac{N}{5}$	$\frac{N}{15}$	,
3.	4 to 8, 24/60 UHF system or 2 wide band system with more than 2 repeater stations.	2+N/5	2+N/8	4+2D+T	2+N/3+3T	$\frac{N}{5}$	$\frac{N}{15}$	,
4.	9—12 UHF or three wide band with more than 2 repeater stations.	3+N/8	3+N/10	6+2D+T	3+N/3+3T	$\frac{N}{5}$	$\frac{N}{15}$	,
5.	13—16 UHF or four wide band N. B. M/Wave with more than 2 repeater stations.	4+N/8	4+N/10	8+2D+T	4+N/3+3T	$\frac{N}{5}$	$\frac{N}{15}$	$\frac{N}{30}$
6.	17—24 UHF or five wide band N.B. M/wave with more than 2 repeater stations.	5+N/8	5+N/10	10+2D+T	5+N/3+3T	$\frac{N}{4}$	$\frac{N}{12}$	
7.	25—30 UHF or six wide band N. B. M/wave with more than 2 repeater stations.	6+N/8	6+N/10	12+2D+T	6+N/3+3T	$\frac{N}{4}$	$\frac{N}{12}$	
8.	30—36, 24/60 UHF or seven wide band system with more than 2 repeater stations.	7+N/8	7+N/10	14+2D+T	7+N/3+3T	$\frac{N}{4}$	$\frac{N}{12}$	
9.	36—42, 24/60 chls. UHF link or 8 wide band system with more than 2 repeater stations.	7+N/8	7+N/10	16+2D+T	8+N/3+3T	$\frac{N}{4}$	$\frac{N}{12}$	

Note :— (1) N-No. of stations on system (Terminal & Repeater).
D-No. of Drop station.
T-No. of Terminal station.

(2) Staff as per table includes staff for system and sub-control centres.

(3) Following Technical Staff will be required with each Divisional Engineer in addition to above staff.

Asstt. Engineer (Log)	—1
Engg. Supvr. (Log)	—2
Technician.	—2
B/O.	—1
D/M.	—1

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4. Maintenance laboratories for panel repairs as approved by D.G. T & T will have the following staff :—

Assistant Engineer.	—1
Engineering Supervisor.	—1
Wireman.	—1

5. Two repeaters any of the above system will be taken as, one system if installed station. This will not apply to repeaters of Coaxial Cable systems.

6. Staff at attended microwave stations should maintain upto 5 broad band microwave systems including masts and aerials etc.

7. Mobile maintenance staff at attended stations for microwave systems should maintain 5 un-attended repeater including masts and aerials.

8. There will be one Divisional Engineer over 3 Assistant Engineers Microwave.

9. One mast lasker to be provided at each attended station.

TABLE 9.—STAFF STANDARDS FOR CARRIER AND COAXIAL CABLE SYSTEMS

(CABLE AND REPEATERS)

	Cable Tech.	E.S.	A.E.	Lineman	Motor Vehicles	Motor Driver	Motor Cleaner
1. Upto 50 k.m. of Cable with repeaters	1	1	—	One/L/M per 20 km of cables length.	One Pick-up	1	—
2. 51 to 125 k.m. of Cable with repeaters.. ..	1	1	1	Do.	Jeep Wagon-1 Truck 3—5 Tone=1	2	1
3. 126 to 250 k.m. of Cable with repeaters in two.. directions.	2	2	1	Do.	Jeep Wagon-2 Truck 3—5 Ton=1.	3	2
4. 251—400 k.m. of Cable with repeaters in three .. directions.	3	3 —	1	Do.	Jeep Wagon-3 Trucks 3—5 Ton=1.	4	2

N.B.—For the type of motor vehicles to be used D.G. Engg. Circular No. 8 of January, 1970 will be followed ;

Note :— (1) Staff from 7 & 9 should be suitably utilized to form a unit from providing logistic support and system control.

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TABLE 10.—STAFF STANDARD FOR POWER GENERATING PLANT FOR NO-BREAK SUPPLY OR LOCAL GENERATION OF ELECTRIC POWER AT MAJOR INSTALLATIONS OF LAND LINE COAXIAL AND MICROWAVE SYSTEMS.

N.B. This standard does not apply to standby power Generating Units.

	Engine Tech.	E.S.	A.E.	W/Man	Cleaner	Bettery Tech.	for battery and inverter system
1. Engine Generators with capacities of :—	—	—	—	—	—	—	
(i) Upto 100 KVA	5	1	—	1	1	1	
(ii) 101—300 KVA	5	1	—	2	1	1	
(iii) 301—500 KVA	6	1	—	2	3	2	
(iv) 501—750 KVA	8	2	—	2	4	2	
(v) 751—1000 KVA	10	2	1	2	5	2	

*If battery is used as back up for stand by plant, this will not apply for 'starting battery' for engine generators.

If a station has three units of 100 KVA and only one at a time runs, the generating capacity will be reckoned as 100 KVA and not 300 KVA. If units are of different size, the largest capacity will be considered for the calculations.

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(7) H. F. RADIO SYSTEMS T.O.R. & P.I.X. SYSTEMS

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7. H. F. RADIO SYSTEMS

7.1. H. F. Transmitters for International Services.

7.1.1. The Staff Standards for the maintenance and operation of H.F. transmitters is given in table-11. For the purpose of these Standards :—

(i) H.P. transmitter means TX-power above 7.5 KW.

(ii) M.P. transmitter means TX-power 1 KW to 7.5 KW.

(iii) L.P. transmitter means TX-power below 1 KW.

The staff has been expressed in terms of H.P. transmitters, M.P. and L.P. transmitters can be equated to H.P. transmitter as under :—

1 H.P. transmitter=5 M.P. transmitter.

1 H.P. transmitter=4 L.P. transmitter.

7.1.2. It is recognised that many of the installed transmitters are not in actual use. Hence Staff has been provided on an average for at least one schedule of 8 hours.

7.2. *H.F. Receivers for International Services.*—The Staff Standards for the maintenance and operation of H.F. receivers are given in Table-12. Observations in para 7.1.2 above on transmitters apply to receivers as well.

7.3. *Radio Telephone Terminal for International Services.*—Staff Standards as in Table-13.

7.4. *Radio Monitoring Organization.*—For one complete monitoring unit, 4 Technicians and one additional Technician for each additional unit.

One Engineering Supervisor for every 10 Technicians.

One Additional Engineering Supervisor for maintenance.

One Assistant Engineer over every 3 Engineering Supervisors.

7.5. *Small National Radio Links.*—7.5.1. There are different stations in Pakistan which are connected by W/T and R/T Radio Links on which the DTOs and Trunk Exchanges are working. Working hours of these DTOs and Trunk Exchanges are according to the traffic requirements of that places and the Wireless Technicians or Telephone Operators are to be posted according to the following standards :—

S. No.	Traffic per day	Working hours	No. of Technicians/ Operators.
1.	Upto 50 messages or 50 calls.	6 working hours continuous or 8 hours working in broken schedules.	One Technician wireless for DTO or PCO (Wireless).
2.	51—100 messages or cllas.	6—12 working hours in two shifts.	2 Wireless Technicians.
3.	101—150 messages or calls.	12—18 working hours in three shifts.	3 Wireless Technicians.
4.	151—200 messages or calls.	24 working hours in four shifts.	3 Technicians wireless + One T.S.C. for D.T.O.

7.5.2. Upto 150 messages the Technician Wireless will do the work of booking and handling of cash and despatch of telegrams. When a T.S. Clerk is posted the work of booking handling of cash and despatch of telegraps will be done by the T.S. Clerk and the wireless technician will handle transmission and receipt of telegrams.

7.5.3. In Trunk Exchanges upto 100 calls per day traffic no separate booking position should be provided. Beyond 100 calls per day traffic one separate record position should be provided according to the Trunk Exchange Formulae. Similarly for DT.Os more than the above-mentioned traffic the of main Telegraph Office will be applied.

7.5.4. *Telegraph Messangers.*—One telegraph messanger will be posted in each small T. O. No messanger will be posted at out stations which are operated by other agencies.

7.5.5. *Chowkidar.*—One Chowkidar|Naib Quasid will be posted for PTOs with 6—12 hours working and one Chowkidar and one Naib Quasid at D.T.O. with more than 12 hours working.

7.5.6. *Maintenance Staff.*—The maintenance of all single channel HF/VHF PCOs|DTOs|Trunk Exchanges will be carried out by the staff of the nearest transmission system.

7.6. *TOR.*

Number of TOR Terminals.	Technicians.	Engg. Supvrs.	Asstt. Engrs.	Wiremen
1—2	2	1	—	—
3—4	3	3	—	—
5—6	4	4	1	1
7—8	5	5	1	2
9—12	6	6	2	3
13—16	7	7	2	4
17—20	8	8	2	5
21—50	10	10	3	5
51—100	12	12	3	6

N.B. (1) Staff for Radio VFT is to be calculated as per table 6. Radio VFT should be treated as independent installation if installed in a building separate from carrier or T.O.R. installation.

(2) If a T.O.R. terminal is used only for sub-Division, a 50% cut is to be applied on the staff justified as per table above.

(3) Sub-dividing equipment, equalising and monitoring equipment monitors Air-conditioning of package type & stand by power plant associated with TOR or VFT will not form separate units. The staff for maintenance for TOR/VFT will also maintain associated equipments.

(4) One D.E. exclusively for TOR/VFT when the number of Assistant Engineers exceeds six.

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7.7. *Facisimile services.*—For all equipment including fascimile equipment, photo transmitter Recorder, Modulator, Discriminator, Power Plant. One Engineering Supervisor and One Photographer. It is noted that only a few pictures per week are being handled by the centres at Karachi, Lahore and Rawalpindi.

7.8. *Logistics.*—One Engineering Supervisor one Draftsman and two Technicians in office of Divisional Engineer (Wireless) will be responsible for logistics of the Division.

7.9. *Divisional system.*—One Divisional Engineer (Wireless) over every six Assistant Engineers (Wireless).

TABLE 11.—MAINTENANCE & OPERATION OF H.F. TRANSMITTERS

No. of TX	Tech.	E.S.	A.E.	L/M	W/M	Mast Laskers	Remarks.
1—2 H. P. T.X	5	2	—	—	1	1	One of the AEs will be responsible for power plant Air conditioning masts and aerial. The other AE will be responsible for radio equipment operation & maintenance.
3—5 Do.	6	3	1	—	1	1	
6—8 Do.	7	3	4	1	1	2	
9—16 Do.	8	4	2	2	2	2	

TABLE 12.—H.F. RADIO RECEIVER, OPERATION & MAINTENANCE

	Tech.	E.S.	A.E.	L/M	Mast Lasker	Wireman
1—2 RX	5	2	—	—	1	—
3—5 Do.	6	2	—	—	1	—
6—8 Do.	7	2	—	1	2	1
9—16 Do.	8	3	1	2	3	1
17—24 Do.	10	4	2	3	4	1

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TABLE 13.—RADIO TERMINAL OPERATION AND MAINTENANCE

No. of Terminal	Tech.	E.S.	A.E.	W/M.	Remarks.
1	4	1	—	—	
2	5	1	—	—	
3	5	1	—	*Nil.*	
4	6	2	—	*Nil.*	
5	6	2	—	1	
6	7	2	—	1	
7	8	3	1	1	
8	9	3	1	1	
9	10	3	1	1	
10	11	4	1	1	

Note :—

(1) One E.S. one Technician and one Wireman (if provided) are for maintenance and the rest for operational duties.

(2) The above staff is based on round the clock operation. If the actual schedule is less, the staff should be reduced proportionately.

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(B) DEVELOPMENT/CONSTRUCTION UNITS

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8. DEVELOPMENT/CONSTRUCTION UNITS

8.1. Each major telecommunication region *i. e.* K.T.R., S.T.R., L.T.R., and C.T.R., will have a Director Development, who will be responsible for execution of development schemes in the Region. He will undertake the works indicated in Sections (A) and (B) of Table-14 and will be provided with the Staff specified therein.

Staff as per Sections A and B above will be provided for major regions *i. e.* K.T.R., S.T.R., L.T.R., and C.T.R. For the remaining regions staff will be provided as per B (iii) and B (v) and this staff will carry out all the works specified in Sections A and B.

8.2. Schemes of specialized nature *e. g.* microwave, coaxial and Nationwide Dialling systems will be executed by Projected Directors directly working under the Director-General. They will be provided with staff specified in Section (C) of Table-14 appropriate to the field of specialization as required.

8.3. The Directors Development/Project Directors will have one Assistant Director, one Accounts, Officer and appropriate office staff. The Divisional Engineers will have apropriate staff as required.

TABLE 14.—STAFF STANDARD FOR DEVELOPMENT/CONSTRUCTION UNITS

Nature of works	D.E.	A.E.	E.S.	Bldg. O/Seer	Tech.	D/Man	Tracter	F/Printer	L/Man.
A. Work executed by other agencies such as TIP, PPWD. etc.	1	3	6	—	—	—	—	—	—
B. Work executed departmentally..	1	3	6	1	—	1	2	1	—
(i) Acquisition of land and construction of buildings.									
(ii) Laying underground ducts and cables and loading, balancing, pressurization for 10,000 telephones per year	1	3		—	44	1	1	1	12
(iii) Open wire line Const. and Mast and aerial systems	1	3		—	11	1	1	1	20
(iv) Details local Cable Planning, Estimating and quantity survey for 10,000 lines per year ..	1	4	6	—	—	1	3	1	—
(v) 100 Units of C.B./Magneto Exchange PBX or 1000 tons of Air-conditioning plant ..	—	1	3	—	6	—	—	—	6
C. Execution of projects of specialized nature *e.g.* Microwave/Coaxial systems, partly through department and partly through contractors.									
(i) Works costing Rs. One crore on proportionate basis per year	1	3	8	1	10	1	2	1	4
(ii) Works costing over one crore of rupees on proportionate basis per year a Project Director of Director's rank is to be provided when the No. of DEs for works under C (i) exceeds 4. i.e. for works costing over Rs. 4 crore ocupd during one year.									

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(9) TELEGRAPH TRAFFIC

APPENDIX NO. 34

(Staff Standard)

TELEGRAPH OFFICES

9.1. *TPO.*—The operative staff for telegraph offices is calculated on the basis of aggrate of "A". "B" and "C" messages, counting the "B" messages twice for certain operation. Leave Reserve @ 17% is also provided for T.P.Os based on "C" Traffic only. The number of Telegraph Masters, Assistant Superintendents, Assistant Chief Superintendents and Chief Superintendents is directly proportionate to the number of operative staff. Telegraphists are provided for morse circuits only.

9.2. The provision of staff for all operation from booking to delivery (including leave reserve for TPOs|TLs) will be on the following basis :—

(*a*) T.P.Os/T.Ls.	One TPO per 50 messages (A+2B+C) per day for a traffic of upto 500 messages per day and @ 65 messages per day traffic above 500 messages.
(*b*) T. Ls.	On morse circuits within the limits prescribed in (a) above and subject to the out-turn laid down in P&T Manual Vol-IX.
(*c*) Telegraph Masters	One T.M. for every 10 TPOs/TLs and one T.M. for 8 TPOs. scattered in small Telegraph Offices.
(*d*) T.W. Ms.	1—T.W.M. for 25 messages Per day.
(*e*) H.T.W.M.	1—HTWM per 25 TWMs.
(*f*) Despatch Riders	5% of the justified TWMs.
(*g*) Boy-Naib Quasid.	1 per 5 T.P.Os.
(*h*) By-hand N/Quasid.	1 per C.T.O.
(*i*) Water-Man.	One of the Naib Quasid on duty.
(*j*) Dormitory attendant	Do.
(*k*) Messengers	Do.
(*l*) Inspector of Naib Quasid.	5 per cent of the number of Boy-Naib Quasid/By-hand Naib Quasid/Naib Quasid.
(*m*) Office Naib Quasid.	One for C.S. and 4 for IR to attend to on duty round the clock.
(*n*) Frrash (Cleaner)	3 per C.T.O.
(*o*) Khakrob.	2 per C.T.O.
(*p*) Cycle Darban	4 per C.T.O.
(*q*) Cash Overseers.	1 per C.T.O.
(*r*) Time Keeper	One of the T.P.Os on duty.
(*s*) Press Liaison officer.	In major towns where the traffic is heavy, 1—2 additional Telegraph Masters may be sanctioned on merits as a special case to work as press Liaison Officers.
(*t*) TOWN Inspector.	One per 5 H.T.W.M/Inspector of Naib Quasid.

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9.3. *Clerical.*—Clerical staff for all non-operative points including Establishment and accounts will be provided on the following basis in all main telegraph offices (includes leave reserve):—

i T.S.Clerks	1 for every 10 TPOs/Telegraphists.
(*ii*) H.S.G.Clerks.	1 for every 10 Clerks.

9.4. *Officers.*—(i) *Asstt. Chief Supdt. Superintendents.*—One Assistant Chief Superintendents|Superintendent for 5 Telegraph Masters|H.S.G. Clerks. The existing designation of Asstt. Supdt. should be replaced by Assistant Chief Superintendent.

(ii) *Chief Superintendent (C.S.)*—One C.S. for every 4 Asstt. Chief Supdt| Supdts either in concentrated load in C.T.O. or in distributed load over main cities in the Region. In case, no Supdt. is justified for an office, the Senior most Asstt. Chief Supdt. of the C.T.O. of that city will supervise the work of that office in addition to his own office.

9.5. *Radio Traffic Offices.*ffiRecognizing the fact additional work is involved radio traffic operation, the provision of staff will be on the following basis :—

(*a*) W.T.Ls.	Total circuit weekly hours divided by 4.0 (4.0)
(*b*) T.S. Clerks.	One for every two W/TLs.
(*c*) W S upervisors T F L	One per Ten for first 100 WTLs/Clerks and one W/Supervisor per 20 WTLs/Clerks over 100 WTLs/Clerks.
(*d*) T.W.Ms.	One per 25 C-messages per day.
(*e*) H.T.W.M.	One per every 25 T.W.Ms.
(*f*) Despatch Riders	10% out of the justified TWMs.
(*g*) Boy Naib Quasid	1 per 5 WTLs/Clerks.
(*h*) By-hand Naib Quasid.	1 per C.R.O.
(*i*) Water Man.	One of the Naib Quasid on duty.
(*j*) Dormitory attendant.	Do.
(*k*) Messengers.	Do.
(*l*) Inspector of Naib Quasids	5 Per Cent of the number of the number of Boy-Naib Quasids/Naib Quasid/By-hand Naib Quasids.
(*m*) Office Naib Quasid.	One for C.R.O. & 4 for I.R. to attend to on duty round the clock.
(*n*) Farrash (Cleaner).	3 per C.R.O.
(*o*) Khakrob.	2 per C.R.O.
(*p*) Cycle Darban.	4 per C.R.O.
(*q*) Cash Overseers.	1 per C.R.O.

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(*r*) Time Keeper.	1 of the WTLs/Clerks on duty.
(*s*) Press Liasion Officers.	In major towns where the telegraphic is heavy 1-2 additional E.S.W. (T/C) may be sanctioned on merits as a special cases to work as Press Liaison Officers.
(*t*) TOWN Inspector.	One per 5 H.T.W.M/Inspector of N/Quasid.

9.6. *Clerical.*—Clerical staff for all non-operative points including Establishment and Accoutnts will be provided on the following basis in all main central Radio Offices.

(This also includes leave reserve) :—

(*a*) T.S. clerks.	One for every 10 WTLs/clerks.
(*b*) H.S.G. clerks.	One for every 10 T.S. clerks.

9.7 Officers.

(*i*) Assistant Radio Traffic Officer.	One A.R.T.O. for every 5 Wireless Supervisors/H.S.G. Clerks.
(*ii*) Radio Traffic Officer.	One R.T.O. for over at least 3 A.R.T.Os.

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(STAFF STANDARD)

(10) STAFF STANDARD FOR TELEPHONE REVENUE ACCOUNTS OFFICES

APPENDIX NO. 34

(Staff Standard)

10. STAFF STANDARDS FOR TELEPHONE REVENUE ACCOUNTS OFFICES.

10.1 Staff required for the preparation telephone bills and settlement of telephone dues and associated matter should be sanctioned according to the standards prescribed below. Each T.R.A. Office will be headed by an Accounts Officers Telephone Revenue who should directly deal with the revenue matters and in case of dispute, cases should be settled in consultation with Divisional Engineer concerned.

10.2. A Director of Accounts with the General Managers, KTR, STR, LTR and CTR and a Senior Accounts Officer with other General Managers be posted with associated staff to carry out inspections of the Accounts Offices in the Region to ensure that the revenue collecting and accounting work is properly carried out and disposal of complaints of subscribers is done expeditiously.

(I) *Standard for Computerised Rent Billing.*

(Fluctuating items of work).

One UDC for every 700 working connections.

(II) *Standard for Non-computerised rent Billing on Mechanized System.*

(Fluctuating items of work).

(a) One UDC for every 400 working connections (excluding extensions and service connections)

(b) One UDC for every 820 working connections (including extensions and services connections).

(c) One UDC (Sub-ledger Clerk) for every 2500 bills.

(III) *Standard for Non-computerised Manual Billing.*

(Fluctuating items of work).

(a) One UDC for every 300 working connections (excluding extensions and service connections.

(b) One UDC for every 720 working connections (including extensions and service connections).

(c) One UDC (Sub-ledger Clerk) for every 2500 bills.

(IV) *Standard for Trunk Billing (Manual System).*—One Clerk for every 1800 Tickets per month.

N.B.—(The UDCs and LDCs shall be in the ratio 1 : 3).

(V) *Standard for Trunk Billing (Mechanized System).*—One Clerk for every 4000 Tickets per month.

N.B.—(The UDCs and LDCs shall be in the ratio 1 : 2).

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(VI) *Staff against fixed items for Computerised and Non-computerised work.*—No formula is prescribed for fixed items of work. Staff is given for the following purposes in consideration of volume of work, where necessary :—

	Class of Work.
1. Reconciliation of trunk call tickets.	Lower Division
2. Sample Count of Trunk Call Tickets.	,,
3. Valuation and billing of Overseas, Telex Calls.	,,
4. Accounts Settlement of Overseas, Telex Calls.	Upper Division
5. Pairing of Hiring Contracts and Advice Notes (For non-computerised Exchanges).	,,
6. Adrema Printing and Embossing Machine Operator (Non-computerised).	,,
7. Directory Checking.	,,
8. Bills and Accounts of Teleprinter Circuits.	,,
9. Advice Notes Posting (In Non-computerised Exchanges)	,,
10. Defaulters Clerks (In Non-computerised Exchanges).	,,
11. Telephone Revenue Inspector.	,,
12. Photographer.	,,

(VII) *Standard for Administration, Budget, Accounts and General Branches, shall be as in Section "B" of Table-15.*

N.B. Leave Reserve Clerks shall be @ 5% of Temporary posts and 10% of permanent posts of clerical staff excluding leave reserve.

Supervisory Staff.

1. Higher Selection Grade Clerk.	One on every 10 clerks. Minimum H.S.G. Clerk one for each office.
2. Junior Accountant.	Every 5th post of H.S.G. Clerk justified to be Jr. Accountant. Minimum Jr. Accountant one for each officer.
3. Senior Accountant.	Every 5th post of Jr. Accountant justified to be senior Accountant.
4. Accounts Officer.	One Accounts Officer on every 10,000 Connections.
5. enior Accounts Officer.	One for every 4 Accounts Officers.

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STAFF STANDARD

(11) STAFF STANDARDS FOR SATELLITE EARTH STATIONS

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(Staff Standard)

11. STAFF STANDARD FOR SATELLITE EARTH STATION

11.1. For the purpose of operation and maintenance requirements, the Earth Station for Satellite Communication, divided into the following major sub-systems each under the charge of a Divisional Engineer :—

(1) Technical Support.

(2) Power Generating and Air-conditioning.

(3) Ground Communication equipment.

(4) H.P.A., L.N.A., Tracking and Servo.

(I) *Technical Support.*

All building and electrical installation, vehicles for mobility of operation and project handling and administration is done by this Division.

1 Divisional Engineer Technical Support.

1 Asstt. Engineer Technical Support.

2 Engineering Supervisors Technical Support.

1 Assistant Engineer Vehicle and Building.

1 Assistant Engineer Project and CIR.—.

2 Engineering Supervisors Project and CIR.

1 Telecom. Technician (Documentation).

1 Draftsman.

1 Building Overseer.

Wiremen.

NOTE 1.—Number and type vehicles and the number of motor drivers & cleaners would be determined or merit of each case.

NOTE 2.—Chowkidars and guards will be provided in accordance with the recommendations of the KIPD Survey Team.

(II) Power Generating and Airconditioning.

Comprises of :

1. Diesel Generating sets.
2. Inverters and batteries.
3. Airconditioning unit.

D.E. (power Generating & Airconditioning).			1
(i) *Power Plant Operation (Shifts) :*			
Asstt. Engineer	—		1
Engineering Suporvisor.	1×5	total	5
. Technicians.	1×5	total	5

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(*ii*) *Power Plant Maintenance Group.*

Asstt. Engineer	—	—	1
Engg. Supervisors.	—	—	2
Telecom. Technicians.	—	—	2
Cleaners.	—	—	5

B. (*i*) *Airconditioning Operator Plant :*

From 100 to 300 tons total capacity including all smaller units situated at different places of Earth Station.

Asstt. Engineer	—	—	1
Engg. Supervisors	1×5	total	5

(*ii*) *Airconditioning Maintenance Group :*

Asstt. Engineer	—	—	1
Engg. Supervisors	—	—	2
Telecom. Technicians	—	—	2
Cleaners	—	—	3

(*III*) *Ground Communication Equipment :*

Operation of Receivers, Exciters, Multiplex of satellite links, Multiplex of Terrestrial link plus Engineering Service circuits *i.e.* circuits interconnecting all Earth Stations of IOR or AOR whichever is concerned.

D.E. (Ground Communication Equipment)			1
Control Console (Operation).			
Asstt. Engineers	1×5	total	5
Engg. Supervisors	1×5	total	5

Maintenance of Receivers.

$$N = (1 + \frac{R}{3} + \frac{EX}{2} + \frac{RX}{6}$$

R = No. of Radio channels of Terrestrial Microwave link.

Ex = No. of Exciters

RX = No. of Statellite Receivers

Asstt. Engineer = $\frac{N}{5}$

Engg. Supervisors = $\frac{N}{1.5}$

Telecom. Tech. = $\frac{N}{1.5}$

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RECOMMENDATIONS

12. **STAFF STANDARDS FOR REGIONAL OFFICES**

(441—442)

Maintenance of Multiplex.

$$N = \frac{A+B+C}{40}$$

A = No. of Multiplex channels of Satellite trans multiplexing.

B = No. of Multiplex channels of Satellite Receive multiplexing.

C = No. of Multiplex channels of Microwave terrestrial link multiplexing.

$$A.E. = \frac{N}{5}$$

$$E.S. = \frac{N}{1.5}$$

$$\text{Wireman.} \quad \frac{N}{1.5}$$

Maintenance of Engineering Service Circuits with Electronic Exchange.

Engineering Supervisors.	—	2
Wireman	—	1

IV) *HPA, LNA, Tracking and Servo.*

Comprises :

Operation of Antenna Tracking, High power Amplifier (HPA) & Switching, Low Noise Amplifier (LNA) & Switching and Servo mechanism.

D.E. (HPA, LNA, Tracking & Servo)

(A) *Maintenance of H.P.A.*

A.E.	1	Upto 4 HPA
E.Ss.	2	
Telecom. Techs.	2	
A.E.	1	5—8 HPA
E. Ss.	4	
Telecom. Techs.	2	

(B) *Maintenance of LNA.*

A.E.	1	Upto 2 LNA
E.Ss.	2	

(C) *Maintenance of Antenna Tracking & Servo mechanism.*

A.E.	2
E.Ss.	4
Wiremen.	2
Cleaners.	2
Mast Laskar.	1

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(Staff Standard)

12. STAFF STANDARD FOR REGIONAL OFFICES

12.1. *Telecom. Regions.*—12.1.1. The following are the recommendations for staffing in the Regional Offices of major telecom. regions.

(1) *Assistant General Managers (S&E) (Personnel Officers).*—An officer of the Divisional Engineer rank to deal with the staff and Establishment cases of the Region. The staff branch should deal with postings and transfers and also policy cases regarding staffing. The Establishment Branch should deal with Recruitment, Training and new items. He should also have the Welfare Officer, Security Officer and Examination Officer to work under him. There will be second A.G.M when the staff strength exceeds 4000.

(2) *Accounts Officers.*—One Senior Accounts Officer to supervise and control the work of Account Officer's Telephone Revenue in the field. One Accounts Officer to deal with budget control, annual inspection of the Region all accounts matters.

(3) *Director (Telegraphs).*—He should deal with local system, trunk exchanges and STD Exchanges in the entire Region. He should be responsible for the system control in all these services. The following Officers should be under him :—

1. A.D. (Traffic).
2. D.E. System control (Telegraphs).

(4) *Director (Long Distance Communications).*—He should be responsible for all the long distance systems including carrier and telegraph systems within the Region. The following Officers should be under him :—

1. D.E. System Control (L|D).

(5) *Director (Development)*

As per paras 8.1 and 8.3.

12.1.2. The posts of Divisional Engineers (Inspection) and D.Es. (Co-ordination) alongwith their supporting staff must be abolished being un-necessary. The posts of Public Relation Officers should also be abolished for the same reason. The posts of Divisional Engineers (Buildings) must be transferred and placed under the Directors (Development). The posts of A.Ds. except as specified above should be abolished.

12.1.3. The staffing in S&E General and Budget and Accounts Branches should be according to Table-15. In the Directory Section there should be one Clerk for 4000 Telephones equipped capacity For complaints branch the staffing should be according to the number of receipts. H.S.Gs in all the branches will be at the rate of one per 10 Clerks. In the Directory Section there will be one Engineering Supervisor over 5 Clerks. In the Cable Planning Section one Engineering Supervisor for 5,000 lines equipped capacity. There will be one Draftsman two Tracers and One Ferro Printer in the Drawing Branch of the Regional Office.

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12.2. *Director/General Manager Telephones.*—12.2.1. When a city develops into a multi-exchange area with a total capacity of 20,000 lines, it should be formed into a separate telephone district with a Director Telephones as its regional head. At a total capacity of 30,000 lines the post of Directors should be upgraded to the rank of General Manager. At a total capacity of 50,000 lines the region should have a General Manager and one Director Telephone. A second Director of Telephone will be at 70,000 lines a 3rd Director will be at 100,000 lines and then one Director for every 100,000 lines thereafter. Also a Director Development will be provided as per 8.1. and 8.3.

12.2.2. In addition, the following officers will be under General Manager (Telephone) Director.

1. AGM/AD (Contract/Cable planning).	When the Head of Region is G.M./Director, One per 30,000/20,000 lines equipped capacity respectively in the region/District. Minimum one per region/District.
2. AGM/AD (System-Control/Directory).	One per 100,000/50,000 lines respectively. Minimum one per Dirstrict/Region.
3. A.G.M/AD (Admn). ..	When the head of the organization is GM or Director respectively.
4. Senior Accounts Officers.	The duties/jurisdicton of the above posts will be as per in 121-1.

12.2.3. Other Officers will be Welfare Officer, Security Officer, and A.D. (Development).

12.2.4. Office staff will be provided on the basis as explained in para 12.1.3.

12.2.5. The observations made in para 12.1.2. are applicable to the Telephone Regions as well.

12.2.6. The work of AD/AGM (Contract/Cable Planning should be so organized that the entire cable planning and opening closing and shifting of telephones of a complete exchange or group of exchanges is exclusively under one officer.

12.2.7. Where more than one Director Telephones is justified, the work should be divided geographically among the officers.

TABLE-15. A. FORMULA FOR CALCULATING DIVISIONAL OFFICE STAFF.

1 Clerk per 100 heads of establishment	a
1 Clerk per 150 " Unit " estimates (see note 2)	b
1 Clerk per Rs. 150,000 annual maintenance and petty works expenditure. ..	c
1 Clerk per 2000 telephones	d
Total " formula " staff.	A

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1 Higher Selection Grade Clerk.	e
1 Draftsman.	f
1 Steno-typist.	g
1 Typist When " A " is 6 or over.	h
1 Miscellaneous clerk.	i
1 Extra miscellaneous clerk when " A " is 10 or over.	j
1 Record clerk, unless "A " is less than 6.	k
Total " Specific " Staff	[B]
1 Clerk per 100 heads of establishment in each Sub-Division.	n
1 Clerk for selected attached offices in telephone or electrical branch.	o
Total Sub-Divisional staff.	[C]
Leave reserve @ 10% of A plus B plus C plus D.	[D]

Total staff of Division A plus B plus C plus D (Excluding Accountant.)

Note : 1 Any staff sanctioned in excess of the staff arrived at by the above formula will be by special order of the Director-General for specified reasons.

Note : 2 A unit estimate is one costing upto Rs. 5000. An estimate costing from Rs. 5000 to Rs. 50000 is counted as 10 " Units " and an estimate costing above Rs. 50000 is counted as 20 " units ".

Note : 3 A second selection grade clerk will be sanctioned in Divisions in which the total of A and B exceeds 15.

B. FORMULA FOR REGIONAL OFFICE STAFF (S & E. GENERAL, BUDGET AND ACCOUNTS BRANCHES).

1. Dealing clerk (UDC)	One per every 10 receipts (excluding routine one) or 7 letters issued out of the office per day.
2. Record Clerk (LDC)	One each for despatching 300 letters and inward and and outward indexing of 750 letters per day.
3. Typist (LDC)	One for 750 lines per day.
4. H.S.G. Clerks	One for every ten clerks.
5. Office Supdt.	One for every five HSG Clerks.

Note : 1 Leave reserve @ 10% is to be addded to the number of clerks.

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STAFF STANDARD

RECOMMENDATIONS

(13) TRAINING ORGANIZATIONS INCLUDING EDITING AND PRINTING GROUPS

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(Staff Standard)

13. STAFF STANDARD TRAINING ORGANIZATION

13.1. Staff training college will have a Dy. Director (Admn) of senior Class-I rank under Principal of T.S.C. Regional Telecom. Training School and specialised schools like Microwave School, VHF school etc., will be headed by a Divisional Engineer (Training). A Divisional School will be headed by an ADE/Assistant Engineer. If the Divisional Schools are three or more in one Telecom. Region they will be under one Divisional Engineer (Training) who will be stationed at one of the Divisional Schools preferably not located in the city where T.S.C. or R.T.T.S. is located.

In TSC lectures will be taken by Divisional Engineer/ADEs/AEs only and E.S. will demonstrate practicals only.

In R.TTS, lectures will be taken by A.Es. and Engineering Supervisors to E.S. and Technician classes respectively and demonstration to be done by E.S. and Technicians mostly by Technicians. In Divisional Training Centres lectures will be taken by E.S. & Practical demonstration by Technicians.

13.2. *Class Incharge.*

For Class of A.Es.	One DE (Trg)	each in :—	(*a*) Telephony. (*b*) Telegraphy. (*c*) Radio. (*d*) Carrier. (*e*) Electrical	
For Class of A.E.s	One ADE/AE	Do.	Do.	
For a Class of Engg. Supervisors.	One A.E.	Do.	Do.	
For a Class of Techs.	One E.S.	Do.	Do.	
For Two Classes of other lower cadres.	One E.S.	Do.	Do.	
Field Training Officers	One for 500 Trainees (ADE/AE) Two beyond 700 trainees).			

The strength of trainees per class will be 12 to 24 in all cases except for probationary A.D.Es.

For practicals a group of 8 trainees will be instructed by one E.S. for classes of A.D.Es/A.Es/E.S., and one Technician for 8 trainees of other lower cadres.

13.3. *Example.*—500 trainees doing practicals on alternate days in two batches.

$$\text{E. S.} = \frac{500}{2 \times 2 \times 8}$$

$$= 15.6$$

$$= 16$$

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For a class of 12/24 T.P. Operators.	One T.P.O.
Upto two classes of more telegraphists.	one Telegraphist.
For a class of Wireless Telegraphists.	One Wireless Telegraphist.
For lectures to Telegraphists and T.P. Operators class.	One Asstt. Supdt. Teleg.
For each RTTS/TSC.	One Workshop Supdt. Foreman of cadre of E.S.
For each section of Workshop.	One Asstt. Foreman Tech. will be incharge for one section of Workshop like. (*a*) Carpentary Shop. (*b*) Fitting shop etc.
Sr. Accounts Officer (Grade-18)	Sr. Accounts Officer of grade-18 in TSC for imparting training in Account matters to ADEs/AEs.
Accounts Officer (Grade-17)	One Accounts Officer for accounts training to E.S/Tech. in TSC/RTTS.
Office Superintendent.	One Office Supdt. in TSC for training Establishment/Office routine.
H.S.G.	Do.
H.S.G.	One for each R.T.T.S.
U.D.C.	Do.
Librarian.	One for TSC/RTTS of the rank of UDC.

13.4 *Training Support Staff Standard.*

Hostel Superintenddnet in (grade-16).	One per Hostel of 200 trainees.
Asstt. Hostel Supdt.	One per School, if trainees are over 200 and in separate hostel.
Hostel Attendents.	One per hostel per 100 trainees.
Games Officer, Welfare Officer. ..	One per RTTS/TSC.
Sanitary Conservancy Inspector.	One per RTTS/TSC. up to 500 trainees.
Plumber.	One per RTTS/TSC if number of trainees excess 500.
Motor Cleaner.	One per 2 vehicles other than Bus or Truck 1 cleaner per Bus/Truck.
Farrash.	One per 1000 sq. yards covered area.
Chowkidar.	One per hostel and 2 per RTTS/TSC.
Draftsman.	One per RTTS & 2 per T.S.C.
Tracer.	One per RTTS/TSC.

13.5. *Duplicating and Photographic Section.*—See under Printing Staff Standard. These formula will apply here also.

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13.6. *Staff Standard for Printing Group (Documentation Section).*—A Documentation Section is to be part of each Regional training school and staff training college and Research Centre, Haripur.

The size of each of these documentation sections will depend upon the quantum of work in the training school|college or research centre. It is required to print. reprint and reproduce documents, papers, reports examination papers and training notes, Engineering instructions etc. The Research Centre, Haripur should also have a mircrofilming section.

These are NOT staff standards, such an institution, but are Recommendations meant for guidance.—The staff will be sanctioned for these purposes on merit of each case.

13.7. *Staff Recommended.*—1. Control Procurement of materials maintenance administration and overall control.

One A.E. for 10 to 20 lacs standard pages printed per annum.

One E.S. for every 5 to 7 lacs standard pages printed per annum.

One Techincian Electrical for every 5 to 7 lacs standard pages printed

2. *Printing Process Photograph Section.*—One Photographer for every 10 to 15 lacs pages printed per annum.

One Photographic Technician for every 5 to 10 lacs pages printed per annum.

Rota Printing Section.—One Rota Printing Assistant Foreman for every 10 to 20 lacs pages printed per annum.

One Rota Printing Technician for every 10 lacs pages printed per annum.

One Binder for every 10 lacs pages printed per annum.

One Stitcher for every 10 lacs pages printed per annum.

One Cutter for every 10 lacs pages printed per annum.

13.8. *Off-set Section.*—One Tpyist for every 3000 pages typed per annum.

One Draughtsman for every 2 lacs pages printed per annum.

One Head Draughtsman for every 4 Draughtsmen.

One Rota Plate Technician for every 10 lacs pages printed per annum.

13.9. *Sorting and Distribution Section.*—One U.D. Clerk for every 5 lacs pages printed per annum.

One HSG Clerk for every 10 U.D.Cs.

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13.10. *Editing and Drafting or Engineering Instructions.*—One A.E. for drafting and editing upto 30 pages per month of E.Is. including technical drawings in Radio.

One A.E. for drafting and editing upto 30 pages per month of E.Is. including technical drawings in carrier.

One A.E. for drafting and editing 30 pages per month of E.Is. including technical drawings in Telephony.

One A.E. for drafting and editing upto 30 pages per month of E.Is. including technical drawings in Line plant and Electrical.

One Typist for all four A.Es.

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STAFF STANDARD

(14) RECOMMENDATIONS-RESEARCH ORGANIZATIONS

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14. STAFF RECOMMENDED FOR RESEARCH ORGANIZATION

14.1. The Research Organization of Pakistan T&T Department was set up with the object of solving specific problems relating to various services in the Department. The organisation is not supposed to undertake fundamental research It is, therefore, necessary to have staff in the Research Organisation, who have sufficient field experience in the faculty they are posted. Staff standards for Research organisation cannot be specific, but the following recommendations should be considered for Research Centre Haripur Testing Division and the Field Trial Units.

Each of the following faculties should be headed by a Divisional Engineer with atleast five years field experience in the same faculty and he must be a University Graduate in Engineering.

(1) Telephone Engineering Equipment and Telephone Instrument.

(2) Local Cables.

(3) Air-conditioning.

(4) Teleprinter and other Telegraph Instrument, Telex|Gentex.

(5) Carrier Multiplexing equipment and Coaxial Cable.

(6) H.F. Transmitters Receivers Radio Terminal and TOR.

(7) Microwave|VHF, Line of Site and over the Horizon system.

(8) Transmission standards, Trunk Exchanges and S.T.D. systems.

Each of the above Divisional Engineer should be assisted by 2-3 A.D.Es| A.Es. the A.E. should have 7—10 years experience in the respective field. For the above research work there have to be laboratories and workshops. For the purpose of staffing the laboratories the formulae for Training Organisation should be applied.

14.2. *Documentation.*—The formulae for Printing Organisation should be applied.

143. *Editing and Drafting for Documents Reports and Specifications.*—One Asstt : Engineer for Editing and Drafting upto 30 pages per month including technical drawings in each faculty may be provided.

14.3.1. *Field Trail Units.*—The Asstt. Engineer/Asstt. Divisional Engineers of the respective faculty should be deputed temporarily for field trials as and when the need arises. The Divisional Engineer himself may also visit the field equipment as may be necessary.

14.3.2. *Testing Units.*—The Testing Branches are located at present at Karachi, Kotri and Haripur. Such testing branches will also have to be set

up at the appropriate time at Carrier Factory, Islamabad. The following technical staff is recommended :—

14.3.3. *Cent-Per-Cent Testing.*—One Asstt. Engineer, 4 Engineer Supervisors and 6 Technicians for over Rs. 60 lacs annual production. Second Assistant Engineer Testing should be provided at Rs. 100 lacs annual production with equal number of Supervisors and Technicians.

14.3.4. 10% *Randum Testing.*—One Asstt. Engineer, 4 Supervisors and 4 Technicians for over Rs. 300 lacs annual production in the Factories. All these testing units should be under the Divisional Engineers research of respective faculty. The present Divisional Engineer testing at Karachi may confine his work to the testing of stores purchased by C.T.S., Karachi and line stores produced by Kotri.

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Stores

1. Ledger Keeper (LDC) ..	.. For transaction upto Rs. 20 lacs per annum.
2. Ledger Keeper (UDC) ..	.. For transaction upto Rs. 50 lacs per annum.
3. HSG Store-keeper (Grade-11)	One for 10 Ledger Keepers.
4. Asstt. Engineer (Stores)/Stores Officer.	One for each branch Depot and one over every 3 Store-Keepers in main Depot.
5. C.T.S. ..	.. One CTS for transaction of stores Rs. 200 lacs per annum.

Workshops

Number of workmen should be calculated on the time work study for each shop and the staff is calculated on the basis of workmen as follow :—

1. Asstt. Chargeman }	Grade 7	.. One for 25 Workmen.
2. Chargeman .. }	Grade 7	.. One for three A.C.Ms.
3. Store Examiners		.. One per shop.
4. Estimators		.. One for 25 lacs of production per annum.
5. Assistant Foreman		.. One over 3 ACMs/Examiners/Estimaters of one shop.
6. Foreman		.. One Foreman per shop employing more than 100 Workmen.
7. Asstt. Supdt. Workshop (Grade—17)		.. One over 3 Foremen.
8. Superintendent Workshop (Grade—18).		.. One for production over 1000 tons annual average consistant production. At 2000 tons such production, the charge will be bifurcated into :— (1) Supdt. Workshop (Grade—18). (2) Production Engineer (Grade—18).

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(Referred to in rule 15-B (4).]

(A) COMPOSITION OF DEPARTMENTAL SELECTION/PROMOTION COMMITTEE FOR EMPLOYEES IN BASIC SCALE 15 AND BELOW.

1. For the staff of T&T Directorate General

Posts in Basic Scale	Composition of DSC/DPC.
From 11 to 15	(i) Director (Staff).
	(ii) Director (Establishment).
	(iii) Dy. Chief Engineer (Training).
From 3 to 10	(i) Divisional Engineer (Staff).
	(ii) A.D.D.G. (Staff-I).
	(iii) A.D.D.G. (Admn).
From 1 to 2	(i) Accounts Officer (PA&P).
	(ii) Asstt. Director (Admn).
	(iii) Asstt. Director (Welfare).

2. For the staff in Regions/Divisions/Field Units and offices.

From 11 to 15	(i) Senior most Director of the Engineering Branch of the Region concerned.
	(ii) Director, Telecom. Staff College, Haripur.
	(iii) Director (Establishment) T&T Dte-General.
From 8 to 10	(i) Asstt. General Manager/Divisional Engineer.
	(ii) Two other officers (in Basic Scale-18).
From 3 to 7	(i) Three officers (in Basic Scale 17/16).
From 1 to 2	(i) Two officers (in Basic Scale 17/16).
	(ii) One official (in Basic Scale 14/11).

(B). *D.P.C. for officers in Basic Scale* 16, 17 & 18 :

1. For the officers in Basic Scale 16

Basic Scale 16.	**(i) Chief Engineer (S&E) : Chairman.**
	(ii) Chief Engineer (Plg) : Member.
	(iii) Director (Staff) : Member.

2. For the officers in Basic Scale 17 & 18.

Basic Scale 17 & 18	(i) Director General : Chairman.
	(ii) Chief Engineer (Staff) & Estt) : Member.
	(iii) Joint Secretary, (P&A) Ministry of Communications : Member.

APPENDIX NO. 36

(Efficiency and Discipline Rules, 1973)

DISCIPLINE

GOVERNMENT SERVANTS (EFFICIENCY AND DISCIPLINE) RULES, 1973 AND THE POWERS EXERCISED THEREUNDER

Government Servants (Efficiency Rules), 1973

1. **Short title, commencement and application.**—(1) These rules may be called the Government Servants (Efficiency and Discipline) Rules, 1973.

[(2) They shall apply to every civil servant].

2. **Definitions.**—In these rules, unless the context otherwise requires,—

(1) "accused" means a Government servant against whom action is taken under these rules;

(2) "authority" means the President or an officer or authority designated by him to exercise the powers of the authority under these rules;

(3) "authorised officer" means an officer authorised by the authority to perform functions of an authorised officer under these rules; @ or if no officer is so authorised the authority;

(4) "misconduct" means conduct prejudicial to good other or service discipline or contrary to Government Servants (Conduct) Rules, 1964 or unbecoming of an officer and, a gentleman and includes any act on the part of a Government servant to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Government or any Government officer in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of a Government servant; and

(5) "penalty" means a penalty which may be imposed under these rules.

3. **Grounds for penalty.**—Where a Government servant, in the opinion of the authority.

(a) is inefficient or has ceased to be efficient; or

(b) is guilty of misconduct; or

(c) is corrupt, or may reasonably be considered corrupt because—

(i) he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or

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*Substituted *vide* S.R.O. 1809 (I)/73, dated 31st December, 1973 for "every person who is a member of an All-Pakistan Service or a Civil Service of the Federation or is the holder of a Civil post in connection with the affiairs of the Federation and shall also apply to or in relation to a person in temporary employment in the service of Pakistan in connection with the affairs of the Federation".

@Added *vide* Notification No. 42/77-DI, dated the 3rd July, 1978.

(ii) he has assumed a style of living beyond his ostensible means ; or

(iii) he has persistent reputation of being corrupt ; or

(d) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorised person, and his retention in service is, therefore, prejudicial to national security.

the authority may impose on him one or more penalties and the authorized officer, if designated by the authority, impose one or more minor penalties.

4. **Penalties.**—(1) The following are the minor and major penalties, namely—

(a) Minor Penalties :

(i) censure ;

(ii) withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post ;

(iii) stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar ;

(iv) recovery from pay of the whole or any part of any pecuniary loss caused to Government by negligence or breach of orders ;

(b) Major Penalties :

(i) reduction to a lower post or time-scale, or to a lower stage in a time-scale ;

(ii) compulsory retirement ;

(iii) removal from service ; and

(iv) dismissal from service.

(2) Removal from service does not, but dismissal from service does, disqualify for future employment.

(3) In this rule, removal or dismissal from service does not include the discharge of a person—

(a) appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him ; or

(b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment ; or

(c) engaged under a contract in accordance with the terms of the contract.

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(Efficiency and Discipline Rules, 1973)

5. **Inquiry Procedure.**—(1) The following procedure shall be observed when a Government servant is proceeded against under these rules :—

(i) In case where a Government servant is accused of subversion, corruption or misconduct, the authorised officer may require him to proceed on leave or, with the approval of the authority suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months.

(ii) The authorised officer shall decide whether in the light of facts of the case or the interests of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in rule 6 shall apply.

(iii) If the authorised officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall—

(a) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action ; and

(b) give him a reasonable opportunity of showing cause against that action :

Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expendient to give such opportunity.

(iv) On receipt of the report of the Inquiry Officer or Inquiry Committee or, where no such officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorised officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority alongwith the charge and statement of allegations served on the accused, the exploration of the accused the findings of the Inquiry Officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

*(2) The exercise of powers under clauses (i) and (iv) of sub-rule (1) by the authorised officers in the Pakistan Missions abroad shall, unless already so provided, always be subject to the approval of the authority.

*Added *vide* Establishment Division Notification No. 7/5/75-DI, dated the 14th May 1975.

6. **Procedure to be observed by the Inquiry Officer and Inquiry Committee.**— Where and Inquiry Officer or Inquiry Committee is appointed, the authorised officer shall—

(1) Frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.

(2) Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defence and to state at the same time whether he desires to be heard in person.

(3) The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.

(4) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment. with reasons therefor shall be reported forthwith to the authorised officer. Normally no adjournment shall be for more than a week.

(5) Where the Inquiry Officer or the Committee, as the case may be is satisfied that the accused is hampering, or attempting to hamper, the progress of the enquiry he or it shall administer a warning, and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks, best suited to do substantial justice.

(6) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorised officer, submit his or its findings and the grounds thereof to the authorised officer.

@ 6-A. **Revision.**—The authority may call for the record of any case pending before or disposed of by the authorised officer and pass such order in relation thereto as it may deem fit.

7. **Powers of Inquiry Officer and Inquiry Committee.**—(1) For the purpose of an inquiry under these rules, the Inquiry Officer and the Inquiry Committee shall have the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely :—

(a) summoning and enforcing the attendance of any person and examining him on oath ;

@Added *vide* notification No. 4/2/77-DI, dated the 3rd July, 1978.

(b) requiring the discovery and production of documents;

(c) receiving evidence on affidavits;

(d) issuing commissions for the examination of witnesses or documents.

(2) The proceedings under these rules shall be deemed to be judicial proceeding within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

8. **Rule 5 not to apply in certain cases.**—Nothing in rule 5 shall apply to a case—

(a) where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of fine or of imprisonment; or

(b) where the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

*" 8A. **Action in respect of Government servant required to proceed on leave.**—If a Government servant proceeding on leave in pursuance of an order under sub-rule (1) of rule 5 is not dismissed, removed from service reduced in rank or compulsorily retired, he shall be required to rejoin duty and the period of such leave shall be treated as duty on full pay".

9. **Procedure of inquiry against officers lent to Provincial Government, etc.**—(1) Where the services of a Government servant to whom these rules apply are lent to a Provincial Government or to a local or other authority, in this rule referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these rules:

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter in this rule referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be:

Provided further that the borrowing authority shall obtain prior approval of the President before taking any action under these rules against a member of an All-Pakistan Service or a Class I Service or a holder of a Class I post.

(2) If, in the light of the findings in the proceedings taken against the Government servant in terms of sub-rule (1), the borrowing authority is of opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action as prescribed in the rules.

*Added *vide* Notification No. 2/14/73-DI, dated the 12th March, 1975.

APPENDIX NO. 36

(Efficiency and Discipline Rules, 1973)

@10. **Appeal.**—A person on whom a penalty is imposed shall have such right of appeal as may be prescribed under Civil Servants (Appeal) Rules, 1977 :

Provided that, where the penalty is imposed by order of the President, there shall be no appeal but the person concerned may apply for review of the order.

"£10A. **Appearance of Counsel.**—No party to any proceedings under these rules before the authority, the authorised officer, and inquiry officer or an Inquiry Committee shall be represented by an advocate."

11. **Repeal.**—The Government Servants (Efficiency and Discipline) Rules, 1960 in their application to the Government servants to whom these rules apply [and the Civilian Employees in Defence Services (Classification, Control and Appeal) Rules. 1961]* are hereby repealed, but the repeal thereof shall not affect any action taken or anything done or suffered thereunder.

[No. 7/1/73-DI.]

@Substituted *vide* Estt. Div. Notification No. S.R.O. 55 (I)/77, dated the 18th January, 1977.

£Added *vide* Establishment Division Notification No. 7/3/74-D.I., dated the 14th November, 1974.

*Added *vide* S.R.O. 1809 (I)/73.

APPENDIX 37

STATUTORY PROVISIONS REGARDING APPEALS AND PETITIONS

Appeal or representations (Statutory Provision—Section 22, Civil Servants Acts, 1973.

"22. *Right of appeal or representation.*—(1) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to Civil Servant under any rules applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order.

(2) Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a civil servant aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order :

Provided that no represetation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade."

Civil Servants (Appeal) Rules, 1977

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely :—

1. (1) These rules may be called the Civil Servants (Appeal) Rules, 1977.

   (2) They shall come into force at once.

2. In these rules, unless there is anything repugnant in the subject or context,—

   (a) "appellate authority" means the officer or authority next above the authority ;

   (b) "authority" means the authority competent to appoint a civil servant under the rules applicable to him or an authority competent to impose a penalty ; and

   (c) "penalty" means a penalty provided for in the Government Servants (Efficiency and Discipline) Rules, 1973.

3. Every civil servant shall be entitled to appeal, to the appellate authority from an order passed by an authority imposing upon him any penalty :

Provided that, where the penalty is imposed by an order or the President the civil servant shall have no right to appeal but he may apply for review of the order.

4. (1) A civil servant shall be entitled to appeal to the appellate authority from an order passed by an authority which—

(a) alters to his disadvantage his conditions of service, pay, allowances or pension ; or

(b) interprets to his disadvantage the provisions of any rules whereby his conditions of service, pay, allowances or pension are regulated ; or

(c) reduces or withholds the maximum pension, including an additional pension, admissible to, him under the rules governing pensions ; or

(d) terminates his employment or gives notice of such termination, otherwise than—

(i) on his reaching the age of superannuation, or

(ii) in accordance with the provisions of the Civil Servants Act, 1973 (LXXI of 1973) :

Provided that a person appointed by the President shall have no right to appeal from an order passed by the President, but he may apply for review of the order :

Provided further that no appeal or review shall lie on matters relating to the determination of fitness of a person a hold a particular post or to be promoted to a higher post or grade.

(2) A member of an All-Pakistan Unified Grades serving under a Provincial Government may appeal from the order of the Provincial Government, to the President.

(3) A civil servant appointed by the President may appeal to the President from an order passed by an authority subordinate to the President.

5. (1) Every person preferring an appeal should do so separately and in his own name.

(2) Every appeal preferred under these rules shall contain all material statements and arguments relied upon by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself.

(3) Every appeal shall be submitted through the Head of the office to which the appellant belongs or belonged, and through the authority from whose order the appeal is preferred.

(4) Every appeal shall be submitted within a period of thirty days of the communication of the order appealed against.

6. (1) In the case of an appeal under rule 3, the appellate authority shall consider—

(a) Whether the facts on which the order appealed against was based have been established;

(b) Whether the facts established afford sufficient ground for taking action; and

(c) Whether the penalty is excessive, adequate, or inadequate, and, after such consideration, shall confirm, set aside or modify the previous order.

(2) In the case of an appeal under rule 4, the appellate authority shall pass such order as, having regard to all circumstances of the case, appears to it just and equitable.

(3) The authority from whose order an appeal is preferred under these rules shall give effect to any order made by the appellate authority.

7. (1) An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if :—

(a) It is an appeal in a case in which no appeal lies under these rules;

(b) it does not comply with the provisions of sub-rule (1), (2) or (3) of the rule 5; or

(c) it is not preferred within the time specified in sub-rule (4) of rule 5 and no reasonable cause is shown for the delay; or

(d) it is addressed to an authority to which no appeal lies under these rules; or

**(e) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case :

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons for it :

Provided further that an appeal withheld on account only of failure to comply with the provisions of sub-rule (2) or (3) of rule 5 or clause (d) may be resubmitted within one month of the date on which the appellant is informed of the withholding of the appeal and, if resubmitted in a form which complies with those provisions or is addressed to the proper appellate authority, as the case may be, shall not be withheld.

**As amended *vide* Notification No. 5/1/81-RI dt. 26-12-81.

(2) No appeal shall lie against the withholding of an appeal by an authority competent to do so.

8. (1) Every appeal which is not withheld under these rules shall be forwarded to the appellate authority with an expression of opinion by the authority from whose order the appeal is preferred.

(2) Every appeal by a civil, servant serving under a Provincial Government or a local authority, which is not withheld under these rules, shall be forwarded by the Provincial Government or the local authority to the Federal Government with an expression of its opinion.

(3) A list of appeals withheld under rule 7, with reasons for withholding them shall be forwarded quarterly by the withholding authority or other appellate authority.

(4) An appellate authority may call for any appeal admissible under these rules which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

9. (1) Nothing in these rules shall operate to deprive any person of any right of appeal which he would have had if these rules had not been made, in rules shall be deemed to be appealed under these rules

(2) All appeals pending immediately before the coming into force of these rules shall be deemed to be appealed under these rules.

10. The Civil Services (Classification, Control and Appeal) Rules, 1930, are hereby repealed, but the repeal thereof shall not affect any action taken or anything done thereunder.

[Authority.—Notification No. SRO 54 (I)/77, dated 17th January, 1977.]

APPENDIX NO. 38—A

A. INSTRUCTIONS FOR THE HEAD OF DEPARTMENT/OFFICE IN RESPECT OF WRITING OF ACRs OF GAZETTED OFFICERS

1. The report should be initiated by the next higher officer and countersigned by an officer higher than the reporting officer both being concerned with the work of the officer reported upon.

2. (i) All adverse remarks whether remediable should be communicated in writing to the officer reported upon and copy of the communication placed in the dossier.

(ii) When an adverse remark is made in the confidential report of any officer, a copy of the whole report should be furnished to him at the earliest opportunity, and in any case within one month from the date the report is countersigned, with a d.o. letter, a copy of which should be signed and returned by him in acknowledgement of the report. A serious view should be taken of any failure on the part of the officials concerned to furnish a copy of the report containing adverse remarks to the office reported upon.

(iii) The officers making representations against adverse remarks recorded in their confidential report should not make any personal remark of remarks against the integrity of the Reporting officers. Violation of this rule will be considered a misconduct and will also render the representation liable to be summarily rejected.

(iv) In the case of advisory remarks, only the remarks and not the report will be communicated.

3. When a report is built up on the individual opinions of the reporting and countersigning officers, at is only the opinion as accepted by the later which should be communicated.

4. Remarks in cases where the Head of the Department/countersigning officer suspends judgement, should not be communicated.

5. Any remarks to the effect that the officer reported upon has or has not taken steps to remedy the defects pointed out to him in a previous year, should also be communicated.

6. The adverse remarks should be communicated by the Head of the Department in the case of officers in Basic Scale 17 or above and by the senior officer incharge of establishment matters in the case of other officers.

7. A confidential report containing adverse remarks should not be taken into consideration until they have been communicated in writing to the officer concerned and a decision taken on his representation, if any.

APPENDIX No. 38—B

A. INSTRUCTIONS FOR THE DEPARTMENT IN RESPECT OF WRITING OF ACRs OF NON-GAZETTED EMPLOYEES.

1. The reports will be initiated by the Branch Officer incharge and will be countersigned by the next higher officer, both being concerned with the work of the person reported upon.

2. When an adverse remark is made in the confidential report of the official reported upon, a copy of the whole report should be furnished to him at the earliest opportunity and in any case within one month from the date the report is countersigned with a memorandum, a copy of which should be signed and returned by him in acknowledgement of the report and be in turn placed in the character roll for record. A serious view should be taken of any failure on the part of the officials concerned to furnish a copy of the report containing adverse remarks to the person reported upon.

3. The officials making representations against adverse remarks recorded in their confidential reports should not make any personal remark or remarks against the integrity of the reporting officers. Violation of this rule will be considered a misconduct and will also render the representation liable to be summarily rejected.

4. When a report is built upon on the individual opinions of the reporting and countersigning officers, it is only the opinion as accepted by the latter which should be communicated.

5. Remarks in cases where the countersigning officer suspends judgement, should not be communicated.

6. Any remarks to the effect that the person reported upon has or has not taken steps to remedy the defects pointed out to him in a previous year, should also be communicated.

7. The adverse remarks should be communicated by the Senior Officer incharge of establishment matters in the Department|office concerned.

8. Annual Confidential Report containing adverse remarks should not be taken into consideration until they have been communicated following rule A-2 above and a decision taken on the representation, if any, of the person reported upon.

B. INSTRUCTIONS FOR THE OFFICERS RESPONSIBLE FOR THE CUSTODY OF CHARACTER ROLLS.

1. They should arrange for the completion of the routine part of the form and send it to the reporting officer concerned.

2. On receipt of the completed form from the reporting officer, they should submit it, alongwith relevant character roll, to the countersigning officer concerned.

3. They should go through each report carefully in order to see if there are any adverse remarks underlined in red ink. If so, arrange to have them communicated to the person concerned immediately with the direction that his representation, if any, should be submitted within a fortnight of the receipt of these remarks by him.

4. They should arrange to obtain a decision on the representation, if any, and communicate to the official concerned within one month, and place a copy of the decision in the dossier.

5. They should keep the duplicate as well as original copies of the confidenial reports in their offices.

6. If an official has been receiving adverse remarks for two successive years from the same reporting officer, they should take up the question of placing him dential reports in their offices.

C. INSTRUCTIONS FOR THE REPORTING OFFICERS

1. While reporting on their subordinates they should :—

(i) Be as objective as possible.

(ii) Be as circumspect as possible.

(iii) Be clear and direct, not ambiguous or

(iv) Avoid exaggeration and gross understatement.

2. They should state whether any of the defects reported have already been brought to the notice of the person concerned and also whether he has or has not taken steps to remedy them.

3. They should fill this form in duplicate and affix their signature in both, at the end of the ' general remarks '.

4. After making relevant entries, they should send the form to the officer responsible for custody of character roll in their offices.

D. INSTRUCTIONS FOR THE COUNTERSIGNING OFFICERS

1. They should weigh the remarks of the reporting officer against :

(a) their personal knowledge, if any, of the person reported upon ;

(b) the previous reports in his character roll and then give their own remarks at the end of the report.

2. If they consider that a particular remark of the reporting officer is wrong and should be expunged, score it out in red ink, initial the scoring and add any other remark which they may consider appropriate. If they do not wholly agree with a remark, they should give their own remark either against the relevant entry or at the end of the report.

3. They should see whether any adverse remarks were communicated to the person concerned in a previous year and if so, whether or not he has taken steps to remedy the defects pointed out to him. They should comment on this aspect unless the reporting officer has already done so.

4. They should underline in red ink remarks which, in their opinions, are adverse and should be communicated to the person reported upon.

5. After countersigning the form, they should return it to the officer responsible for the Custody of the character roll.

APPENDIX NO. 38-B

PROMOTION POLICY

A comprehensive promotion policy was framed with the approval of the President and circulated in October, 1982. A review was to be carried out in the light of experience gained in implementing it.

2. The concept of ' quantification ' introduced in the policy has by now gained general acceptance. Its other provisions have also worked well except for occasional difficulty in some cases not envisaged in the policy. The conventions evolved to resolve such difficulty need to be spelt out with illustrative examples in the revised guidelines.

3. The guidelines and its addendum have been revised with the approval of the President. The revised guidelines incorporate the following decisions taken by Government which impinge on promotions :—

(i) With the introduction of basic pay scales, promotions are made to posts and not to grades.

(ii) The benefit of earlier service against posts in basic pay scale 16 or below has been allowed in computing the prescribed length of service.

(iii) Successful completion of the regular course of NIPA has been made mandatory for promotion to middle management posts in pay scale 20 except in specialist cadres as clarified in part IV of the guidelines.

4. The broad features of the promotion policy remain unchanged except for the following additions :—

(i) In line with the priority accorded by the Government to training institutions, 2 marks will be added to an officer's blood count for having served a tenure of two years or more in such institutions.

(ii) The training requirement at NIPA and at Staff College|National Defence College will be waived for officers who have served either as head of a training institution for at least one year or on the directing staff of a training institution for at least two years or have crossed 56 years in age.

(iii) The score for ' Integrity ' in the ACR will be a crucial factor, alongwith ' Quality and Output of Work ' in determining the comparative merit of officers for promotion to selection posts.

5. While considering a civil servant for promotion, the DPC|CSB should clearly indicate whether he has been cleared for promotion, recommended for supersession or consideration of his case was deferred specifying the exact grounds under para 1 (c) of the guide lines. They are advised against using any other term which may occasion a plurality of interpretation.

6. A copy of the revised gudelines and addendum is enclosed. They would replace the existing guidelines and addendum.

Vide D.O. No. 10(3)/84-CP-I dated 30-4-84.

APPENDIX NO. 38-B

GUIDELINES FOR DEPARTMENTAL PROMOTION COMMITTEES| CENTRAL SELECTION BOARDS

I. *General*

1. The DPC|CSB shall consider the cases of eligible civil servants in order of seniority and either :—

(a) recommend a civil servant for promotion to the next higher post ; or

(b) recommend a civil servant for supersession ; or

(c) defer consideration of promotion of a civil servant, provided that consideration of a civil servant's promotion will be deferred only if—

(i) the CR dossier is incomplete or any other document|information required by the DPC|CSB for determining a civil servant's suitability for promotion is not available ; or

(ii) disciplinary or departmental proceedings are pending against the civil servant whose promotion case comes up for consideration before the DPC|CSB ; or

(iii) the civil servant is on deputation abroad to a foreign government, private organisation or international agency ; or

(iv) the civil servant does not possess the requisite length of service ; or

(v) the civil servant has not undergone the prescribed training or passed the departmental examination for reasons beyond his control ; or

(vi) the civil servant's *inter se* seniority is subjudice.

2. If a civil servant's is superseded he will not be considered for promotion unless he has earned one more ACR.

3. The civil servant whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that a civil servant failing in the category mentioned in 1 (c) (iii) above will be considered for promotion only on his return to Pakistan. If such an officer fails to return on expiry of his approved deputation period, he will have to earn at least one ACR after his return to Pakistan before he is considered for promotion.

4. For the purpose of consideration by the DPC|CSB the ACRs will be quantified according to the formula given in the addendum. The civil servants who fail to come up to the qualifying score shall not normally be considered for promotion Relaxation of his condition may only be recommended by the DPC/CSB after recording detailed reasons for the approval of the competent authority.

II. Promotions on Seniority-cum-Fitness Basis

1. Posts carrying basic pay scale 18 or below are non-selection posts. Promotions to these posts are to be processed by the DPCs on the basis of seniority-*cum*-fitness. Fitness would be assessed primarily on the officer's work in the lower post.

2. For promotion to a post in basic pay scale 18, however, a civil servant must fulfil the following additional requirements :

(a) Qualifying Service : Possess five years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1|9|80-R-II (A), dated 2-6-1983.

(b) C.R. Score ; Attain a final score of 40 marks for his CRs in accordance with the formula given in the addendum.

3. If only 2 reports or less have been recorded on a civil servant's work against a post in basic pay scale 17, the reports earned by him in the next lower posts should also be included in the quantification.

III. Promotion to Selection Posts

1. Posts in basic pay scale 19 or higher are selection posts. Promotions to these posts are to be processed through the Central Selection Boards.

2. In order to ensure that selection by these Boards does not amount to a mere elimination of the unfit the Establishment Division shall place a larger panel of eligible officers before the Boards. Depending on the availability of eligible officers in a cader, the number of officers to be included in the panel shall be as follows :—

(a) for promotion to supervisory posts .. A minimum of 2 officers for every vacancy.

(b) for promotion to middle and senior management posts. A minimum of 3 officers for every vacancy.

3. For selection posts, entries under " quality and output of work " and " Integrity " in all the ACRs recorded on the civil servant during his service as an officer will also be quantified in accordance with formula given in the Addendum. These marks shall be a crucial factor in determining comparative merit of officers for promotion to selection posts.

4. Posts carrying basic pay scale 19 are generally supervisory posts, Supervision can be effective only if the supervisor has the relevant experience. These officers are also required to make contribution to policy making at the lowest rung of the policy making hierachy. For promotion to these posts, therefore, a civil servant must fulfil the following requirements :—

(a) *Qualifying Service* : possess 12 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1|9|80-R-II (A), dated 2-6-1983.

(b) *C. R. Score :* attain a final scored of 60 marks in the CRs in accordance with the formula given in the addendum.

(c) *Qualifications* : as prescribed by the relevant recruitment rules.

(d) *Relevance of Experience* : possess experience relevant to the functions of the post to which promotion is being made.

(e) *" Quality and Output of Work " and " integrity "* : marks calculated in accordance with the formula in the Addendum shall be important factors in determining the comparative merit of an officer.

5. Posts carrying basic pay scale 20 are middle management posts. Field officers are generally headed by the officers in this Scale. It is, therefore, essential that in addition to the relevance of experience these officers must also have a sufficient variety and width of experience so that :

(i) they have the necessary overview of the functions performed by these organisation with the broader framework of government's overall objectives|activities to ensure smooth and effective management at the field level ; and

(ii) they can lend pragmatism to policy formulation in assignments at the Secretariat.

Variety of experience would include experience in the field, corporations, attached departments, different Ministries|Divisions, etc. For promotion to middle management posts, a civil servant must fulfil the following requirements :—

(a) *Qualifying Service :* possess 17 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.

(b) *C. R. Score* : attain a final score of 70 marks in the CRs in accordance with the formula given in the Addendum.

(c) *Qualifications* : as prescribed by relevant recruitment rules.

(d) *Relevance of Experience* : possess experience relevant to the functions of the post to which promotion is being made.

(e) *' Quality and Output of Work ' and " Integrity "* : marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.

(f) *Variety of Experience* : the Selection Board should give due consideration to the nature or duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well rounded experience should normally be preferred particularly if he has served with distinction in unattractive areas. While

some exposure to a corporation or autonomous body may be considered a positive feature this would not be so where an officer has stayed away from his parent cadre for too long.

(g) *Training* : should have successfully completed a regular courses at NIPA or an equivalent course in another institution. This requirement will be waived for officers who :

(i) have served as head of a training institution for at least one year ; or

(ii) have served on the directing staff of a training institution for at least two years ; or

(iii) have attended a regular course at the Staff College|NDC ; or

(iv) have exceeded the age of 56 years.

6. Posts carrying basic pay scale 21 fall in senior management involving important policy making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Board will have to apply its collective wisdom to determine the same. A civil servant must fulfil the following conditions for promotion to senior management post :—

(a) *Qualifying Service* : possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1|9| 80-R-II (A), dated 2-6-1983.

(b) *C. R. Score* : attain a final score of 70 marks in CRs in accordance with the formula given in the Addendum.

(c) *Qualifications* : as are prescribed by relevant recruitment rules.

(d) *Relevance of Experience* : possess experience relevant to the functions of the post being filled by promotion.

(e) *"Quality and Output of Work" and "Integrity"* : marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.

(f) *Variety of Experience* : the Selection Board should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well rounded experience should normally be preferred

particularly if he has served with distinction in un-attractive areas. While some exposure to a corporation or autonomous body may be considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long.

(g) *Training* : should have successfully completed a regular course at the Pakistan Administrative Staff College/National Defence College. This requirement will be waived for officers over 56 years in age.

(h) *Top Management Potential* : possess potential for top management positions.

IV. Specialists Cardres

Parts II and III of the guidelines will not be strictly applicable to civil servants who are in specialist cadres such as doctors, teachers and professors, research scientists and incumbents of purely technical posts for promotion within their own line of specialism. The criteria for promotion in their case would continue to be the technical qualifications, experience and accomplishments (research, publications etc). relevant to their specialism.

Addendum

QUANTIFYING THE CONFIDENTIAL REPORTS

I. Overall Assessment

1. All Confidential Reports (CRs) recorded during service as an officer will be considered for promotion to posts carrying basic pay scales 18 to 21 or equivalent.

2. (a) The overall gradings in the CRs are allocated the following marks :

Qverall. Grading (g)	Marks (M)
(i) Very Good	10
(ii) Good	7
(iii) Average	4
(iv) Below Average	1
(v) Poor	0

(b) If the overall grading in a CR is ambiguous *e.g.* placed between good and average, the quantification will be based on the lower rating.

(c) In case the assessment of the countersigning officer differs from that of the reporting officer in any CR, the quantification will be based on the overall grading recorded by the countersigning officer.

3. The marks for the CRs will be worked out separately for each level of posts carrying the same basic pay scale as follows :—

First Step

Average marks for each level will be calculated according to the following formula

$$\text{Average marks} : E \frac{(M \times Ng)}{T}$$

Where

M=Marks *vide* para 2(a) ;

Ng=Number of CRs containing the respective grading (g) ;

T=Total number of CRs recorded in posts at that level ; and

E=stands for summation.

Second Step

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 100 marks for promotion :

(i) to post carrying basic pay scale 18 .. $10 \times A$

(ii) to post carrying basic pay scale 19 .. $(6 \times B) \times (4 \times A)$

(iii) to post carrying basic pay scale 20 .. $(5 \times C) \times (3 \times B) \times (2 \times A)$

(iv) to post carrying basic pay scale 21 .. $(5 \times D) \times (3 \times C) \times (A+B)$

Where

A=Average marks for reports in posts carrying basic pay scale 17.

B=Average marks for reports in posts carrying basic pay scale 18.

C=Average marks for reports in posts carrying basic pay scale 19.

D=Average marks for reports in posts carrying basic pay scale 20.

Third Step

The following additions|deductions shall be made in the total marks worked out in the Second Step :

A. *Additions* :

(i) for serving in a government training institution, including those meant for specialised training in any particular cadre, for a period of 2 years or more.	2 marks

B. *Deductions* :

(i) for each major penalty imposed under the Government Servants (Efficiency and Discipline) Rules, 1973.	5 marks
(ii) for each minor penalty imposed under the Government Servants (Efficiency and Discipline) Rules, 1973.	3 marks
(iii) for adverse remarks (deductions be made for such remarks only as were duly conveyed to the concerned officer and were not expunged on his representation, or the officer did not represent).	1 mark per CR containing adverse remarks.

Example 1

A Civil Servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying :

Pay scale 17 : 4 good and 1 average.

Pay scale 18 : 1 very good, 5 good and 1 average.

Pay scale 19 : 1 very good and 4 good.

He has served for 3 years in a training institution. His marks for the CRs will be worked out as follows :

First Step

Average marks for posts carrying basic pay scale-17 .. $\frac{(7\times4)+(4\times1)}{5} = 6.4$

Average marks for posts carrying basic pay scale-18 .. $\frac{(10\times1)+(7\times5)+(4\times1)}{7} = 7.0$

Average marks for posts carrying basic pay scale 19 .. $\frac{(10\times1)+(7\times4)}{5} = 7.6$

Second Step

$(5\times7.6)+(3\times7.0)+(2\times6.4) = 71.8$

Third Step

Marks for CRs :	71.8
add	
for service in a training institution	2.0
	73.8

His final score for CRs will be 73.8.

Example II

A Civil servant is being considered for promotion to a post carrying basic pay scale 19. He earned the following grading during his service against posts carrying :

Pay scale 17 .. 3 good and 2 average.
Pay scale 18 .. 5 good and 2 average.

A minor penalty under the Government Servants (Efficiency and Discipline) Rules, 1973 was imposed on him. He also earned adverse remarks in 2 reports.

His marks for the CRs will be worked out as follows :

First Step :

Average marks for posts carrying basic pay scale-17 .. $\frac{(7\times3)+(4\times2)}{5} = 5.8$

Average marks for posts carrying .. .. .. $\frac{(7\times5)+(4\times2)}{7} = 6.1$

Second Step.

$(6\times6.1)+(4\times5.8) = 59.8$

Third Step

Marks for CRs	=	59.8
Less :		
(i) for minor penalty	2	
(ii) for adverse remarks	3	
		—5
		54.8

His final score for CRs will be 54.8.

4. The weightage in the second step at para 3 will be modified to correspond to the number of levels actually served in Government in cases where :

(i) the officer joined Government service directly in a post carrying basic pay scale 18 or above ; or

(ii) the officer has not served against any post carrying an intervening basic pay scale.

Example III

A Civil Servant who has joined government service in a post in pay scale-18 is being considered for promotion to a post carrying pay scale 20. He earned the following gradings during his service against posts carrying :

Pay scale-18 — 2 very good, 3 good and 2 average.

Pay scale-19 — 2 very good and 3 good.

His marks for the CRs will be worked out as follows :

First Step

Average marks for posts carrying basic pay scale-18 .. $\frac{(10\times2)+(7\times3)+(4\times2)}{7} = 7.0$

Average marks for posts carrying basic pay scale-19 .. $\frac{(10\times2)+(7\times3)}{5} = 8.2$

Second Step

$(6\times8.2)+(4\times7.0) = 77.2$

Third Step

Marks for CRs 77.2

His final score for CRs will be 77.2

Example IV

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19 in a cadre where no post exists in basic pay scale 18. He has earned 1 very good, 7 good, 5 average and one below average reports (with adverse entries) in his present post carrying basic pay scale 17. His marks for CRs will be worked out as follows :

First Step

Average marks for posts carrying basic pay scale-17. $\frac{(10\times1)+(7\times7)+(4\times5)+(1\times1)}{14} = 5.7$

Second Step

$(10 \times 5.7) = 57$

Third Step

Marks for CRs	=	57
Less		
for adverse remarks	=	—1
		56

His final score for CRs will be 56.

5. Where only two reports or less are available on an officer against posts in a particular basic pay scale, these CRs will be added to the CRs earned in the lower post for calculating the average marks at that level and the principle laid down in para 4 will apply to the weightage to avoid any undue bias attaching to the reports in question.

Example V

A Civil Servant is being considered for promotion to a carrying basic pay scale 20. He earned the following gradings during his service against posts carrying :

Pay scale 17	4 very good, 4 good and 2 average.
Pay scale 18	1 average and 1 below average.
Pay scale 19	2 very good, 5 good and 1 average.

His marks for CRs will be worked out as follows :

First Step

Average marks for posts carrying basic pay scale 17. $\frac{(10\times4)+(7\times4)+(4\times2)+(4\times1)+(1\times1)}{12} = 6.7$

Average marks for posts carrying basic pay scale 19. $\frac{(10\times2)+(7\times5)+(4\times1)}{8} = 7.3$

Second Step

$(6\times7.3)+(4\times6.7) = 70.6$

Third Step

Marks for CRs 70.6

His final score for CRs will be 70.6

Note.—Independent weightage for only 2 reports against the post in basic pay scale 18 would have skewed his score to 59.2.

Example VI

A Civil Servant being considered for promotion to a post in basic pay scale 18 has earned only 2 reports against his present post but had served for 6 years against a post in basic pay scale 16. He earned the following gradings in his CRs :

Pay scale 17	2 good.
Pay scale 16	4 good and 2 average.

His marks for CRs will be worked out as follows :

First Step

Average marks .. .. $\frac{(7\times2)+(7\times4)+(4\times2)}{8} = 6.4$

Second Step

(10×6.4) .. = 64

Third Step

Marks for CRs .. .. .. = 64

His final score for CRs will be 64.

6. Where an officer appointed to a higher post on acting charge basic is considered for regular promotion to that post, the CRs earned during his acting charge appointment will be added to the CRs earned in the lower post for calculating average marks.

Example VII

A Civil Servant appointed on acting charge against a post carrying basic pay scale 19 is to be considered for regular promotion against that post. He has earned 2 good reports in his assignment on acting charge and the following gradings against earlier posts :

Pay scale 17	3 good and 2 average.
Pay scale 18	2 very good, 4 good and 2 average.

His marks for CRs will be worked out as follows :

First Step

Average marks for posts carrying basic pay scale 17. $\frac{(7\times3)+(4\times2)}{5} = 5.8$

Average marks for posts carrying basic pay sacle 18 $\frac{(10\times2)+(7\times4)+(4\times2)+(7\times2)}{10} = 7.0$

Second Step

$(6\times7.0)+(4\times5.8) = 65.2$

Third Step

Marks for CRs 65.2

His final score for CRs will be 65.2.

II. QUALITY AND OUTPUT OF WORK

7. Paragraphs 1 & 2 of the above computation will apply *mutatis mutandis* to quantification of grading recorded on 'Quality and Output of Work' in the CRs.

8. The aggregate score for 'Quality and Output of Work' will be calculated as follows :

$$\text{Average score} = \frac{\text{E(Marks} \times \text{No. of CRs containing the respective grading)}}{\text{Total No. of CRs.}} \times 10$$

Example VIII

In 17 CRs as civil servant earned the following gradings against the entry for 'Quality and Output of Work'.

Very good	5
Good	8
Average	4

His aggregate score in 'Quality and Output of Work' will be as follows :

$$\text{Aggregate score} \quad .. \quad .. \quad .. \quad \frac{(10\times5)+(7\times8)+(4\times4)}{17} \times 10 = 71$$

III. INTEGRITY.

Similarly, the aggregate score of 'Integrity' will be calculated as follows :

$$\text{Aggregate score} = \frac{\text{E (Marks} \times \text{No. of CRs containing the respective grading)}}{\text{Total No. of CRs.}} \times 10$$

Example IX

In 22 CRs a civil servant earned the following gradings against the entries on 'Integrity'.

	Very Good	Good	Average
Moral	4	12	6
Intellectual	5	12	5

His aggregate score in 'Integrity' will be as follows :

$$\text{Moral} \quad .. \quad \frac{(10\times4)+(7\times12)\times(4\times6)}{12} \times 10 = 67$$

$$\textbf{Intellectual :} \quad \frac{(10\times5)+(7\times12)\times(4\times5)}{22} \times 10 = 70$$

Appendix No. 40

GUIDELINES

For making appointment against posts falling within the purview of the FPSC, and to be filled "by initial appointment", in accordance with the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973

(I) POSTS TO BE FILLED THROUGH FPSC

(1) The method of appointment and the qualifications and other conditions applicable to a post should be laid down (that is to say, Recruitment Rules for the post should be framed), if not already done, by the Ministry or Division concerned, in consultation with the Establishment Division and the FPSC.

(2) The vacancies to be filled on All-Pakistan basis "by initial appointment" should be distributed on merit|regional-quota basis, as laid down in the Establishment Division's O. M. No. F. 8|9|72-TR. V, dated 31-8-1973 (Sl. No. 27), read with O. M. No. 9/7/80-A. III, dated 23-9-1980 (Sl. No. 28).

(3) The number of vacancies required to be filled should be referred to FPSC, indicating the requirements of the Recruitment Rules, and their regional-quota, *i.e.* requisite qualifications/experience/age/domicile etc.

(4) In the absence of the Recruitment Rules, the requisition to FPSC should be routed through the Establishment Division.

(5) Vacancies which cannot be filled by candidates belonging to the Province or region to which the vacancy is allotted shall be left vacant, and readvertised or filled at a later stage by a candidate of the same region. In other words, a vacancy for one region cannot be filled by a candidate of another region, even temporarily or on *ad-hoc* basis.

(6) The vacancies should continue to be advertised through FPSC, until they are filled, according to their regional quota, by FPSC-nominees.

(7) Nominees (s) of FPSC shall normally be accepted by the Ministry Division|Department concerned. However, if the Ministry etc. does not accept the nomination(s), it shall communicate to the Commission the reasons for the non-acceptance, and after the Commission has expressed its further views in the matter, the case shall be submitted for a decision to the President, in a self-contained Summary, through the Establishment Division.

(8) Proposal to appoint the FPSC-nominess in Grade-17 and above should be referred to the Establishment Division for seeking approval of the competent authority for their appointment. This should be done through a Summary to be signed by the Secretary (or Additional Secretary, if there is no Secretary) of the Ministry|Division concerned.

(9) The Summary should be accompanied by the following documents otherwise the proposal will not be considered by the Establishment Division :—

— A copy of the relevant Recruitment Rules.

— Copy of the requisition sent to FPSC.

— FPSC's letter of nomination.

— Bio-data of each nominee, containing his qualifications|experience|age|domicile etc.

— Character Rolls of such nominees who may already be in Government service.

(10) After the competent authority has approved the appointment of the candidates nominated by the FPSC, their appointment shall be notified by the Ministry|Division concerned, under intimation to the FPSC and the Establishment Division.

(II) POSTS TO BE FILLED ON *AD-HOC* BASIS, PENDING THE AVAILABILITY OF FPSC—NOMINEES

(a) If a vacancy is required to be filled urgently, it may be filled on *ad-hoc* basis, for a period not exceeding six months or till the availability of FPSC-nominee, whichever is earlier, provided that the vacancy is referred to FPSC, if not already referred, within two months of the filling of that vacancy on *ad-hoc* basis.

(b) For making *ad-hoc* appointment, the vacancies should be advertised in the Press, indicating the requirements of Recruitment Rules and regional quota, *i.e.* requisite qualifications/experience/age/domicile etc. It should be ensured that there is no disparity in the regional distribution of vacancies, referred to FPSC and advertised for *ad-hoc* appointment through Press.

(c) In the advertisement for *ad-hoc* appointment, it should clearly be stated that appointment on *ad-hoc* basis shall be for six months, or till the availability of FPSC-nominees, whichever is earlier.

(d) Suitable applicants|candidates will be selected by the authorised Departmental Selection Committee.

(e) Prior approval of the competent authority should be obtained to appoint the selected candidates on *ad-hoc* basis. In the case of *ad-hoc* appointments to Grade-17 and above, approval should be obtained through a "Summary" to be signed by the Secretary (or Addl. Secretary, if there is no Secretary) of the Ministry concerned, and sent to the Establishment Division for the purpose.

(f) The Summary should be accompained by the following documents ; otherwise the proposal will not be considered by the Establishment Division :—

— A copy of the relevant Recruitment Rules.

— Press-cutting of the advertisement made.

— Minutes of the Departmental Selection Committee.

— A statement showing names and other particulars of the selected candidates *viz.* their qualification/experience/age/domicile etc., supported by their original applications.

— Copy of the requisition, and a copy of the covering letter, sent to FPSC.

— A statement showing regional distribution of vacancies, against which *ad hoc* appointments are proposed to be made.

(g) Those approved by the competent authority, their appointment shall be notified by the Ministry/Division concerned, under intimation to the Establishment Division.

(h) In the letter/notification, relating to *ad-hoc* appointment, it should specifically be stated that the candidate is being appointed on *ad-hoc* basis for six months, or till the availability of FPSC-nominee, whichever is earlier.

(i) In case the FPSC are unable to provide nominee(s) within the first six months, and it is necessary, in the interest of public, to let the *ad-hoc* appointee(s) continue, an extension in the tenure of his/their appointment for a period of not more than six months shall be obtained from the FPSC.

(j) Subsequent extension(s) in the *ad-hoc* tenure, if necessary, shall be obtained, for a period of not more than six months, from the competent authority, in the manner pointed out at (e) above.

(k) If and when the vacancies are advertised by FPSC, the *ad-hoc* appointees may apply for the same, through proper channel, and take a chance if they have not already applied.

(l) Persons appointed on *ad-hoc* basis should not be promoted to higher posts.

(m) Similarly no promotion should be made on *ad-hoc* basis, because "*ad-hoc* basis", when used with reference to an appointment, means appointment of a person on temporary basis pending appointment of a person nominated by the FPSC. In view of this position, Recruitment Rules, if any, containing provision for "*ad-hoc* promotion", should be amended in consultation with the Establishment Division and the FPSC.

(n) As and when an FPSC-nominee becomes available the *ad-hoc* appointee to the post for that region/domicile shall either be reverted to his lower post/grade (if he is already a civil servant) or his services terminated (if he is recruited directly from outside) immediately without any notice and without assigning any reason therefor.

(*Authority*.—O.M. No. 2/9/76-D. III, dated 14th March, 1981.)

APPENDIX No. 41

Procedure for conducting Inquiries under Efficiency and Discipline Rules, 1973—Check List.

Departmental action against civil servants of the Federal Government for subversion, corruption, misconduct, inefficiency etc., is generally taken under the Government Servants (Efficiency and Discipline) Rules, 1973. It has come to notice that in a large number of cases the procedure laid down in the rules is not properly adopted by the officers designated as 'authority', 'authorised officer' and 'inquiry officer'. Failure to fully comply with the requirements of the rules impairs and at times vitiates the disciplinary proceedings and the order imposing a penalty on an accused is frequently set aside by the appellate authority or the Service Tribunal, if challenged before it.

2. With a view to ensuring that all the procedural requirements under the Government Servants (Efficiency and Discipline) Rules, 1973, are complied with, a check list has been drawn (Annexure). The Ministries and Divisions are requested to bring relevant extracts of this to the notice of the officers responsible for discharging their duties under the said rules before and during the currency of disciplinary proceedings against the civil servants as Authority, Authorised Officer or Inquiry Officer.

[*Authority*.—O.M. No. 7/2-79-DI, dated 18-11-1979.]

ANNEXURE

CHECK LIST OF REQUIREMENTS TO BE NOTED WHILE TAKING ACTION UNDER GOVERNMENT SERVANTS (EFFICIENCY AND DISCIPLINE) RULES, 1973.

Authority

To ensure that :—

The President has been pleased to designate the officer or authority to exercise his powers as Authority under rule 2 (2).

Authorised Officer

To ensure that :—

(1) The officer exercising the powers of Authorised Officer has been authorised by the Authority to act as such in terms of rule 2 (3).

(2) The Authorised Officer while exercising his discretionary powers or suspension under rule 5 (1) has obtained prior approval of the Authority in writing before issuing orders suspending the accused officer. Further, an officer can be suspended only if he is accused of subversion, corruption or mis-conduct.

(3) Formal approval of the Authority is available for continuation of the suspension period after every three months [Rule 5(1) (i)].

(4) Formal approval of the authority is available for extending the period of forced leave after every three months [Rule 5(1) (i)].

(5) No officer other than the Authorised Officer has decided that in the light of the facts of the case or in the interests of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee [Rule 5(1) (i)].

(6) Considering the nature of charges and other facts, the decision not to hold an inquiry has been taken judiciously and not arbitrarily. Before taking such a decision, the authorised officer has taken into consideration the nature of charges and other facts and has satisfied himself that the allegations against the accused could be decided without holding an inquiry. [Rule 5(1) (iii)]. (Though it is not a requirement of the rule that the reasons for not holding an inquiry be recorded, yet the check-point is necessary to ensure that the decision is in the interest of justice as required by rule and that there is no violation of the law of natural justice).

(7) The procedure prescribed in rule 6 is followed in case the Authorised Officer in exercise of his discretionary powers under Rule 5(1) (ii) has decided to hold an inquiry through an Inquiry Officer or Inquiry Committee.

(8) Formal order regarding appointment of Inquiry Officer or Inquiry Committee, as the case may be, has been issued by the Authorised Officer and not by an other officer.

(9) A formal charge-sheet together with a statement of allegations has been framed and communicated to the accused officer by the Authorised Officer under his signature. (The statement of allegations should also be authenticated by the authorised officer).

(10) The charge-sheet requires the accused—

(i) to put in written defence within a reasonable time which is not less than 7 days or more than 14 days from the day the charge has been communicated ;

(ii) to state whether he desires to be heard in person.

(11) The procedure laid down in rule 5(1) (iii) is followed in case the Authorised Officer in exercise of his discretion has decided to dispense with holding an inquiry through an Inquiry Officer or Inquiry Committee.

(12) In the show cause notice issued under Rule 5 (1) (iii) the proposed action and the grounds of the action including particular or particulars of charges and substance of evidence in support of the charges has been specified; the grounds for penalty in terms of rule 3 have been specifically mentioned ; the penalty or penalties which would

be called for if the charges are established have been specified and no general mention has been made by reference to all minor or major penalties.

(13) On receipt of the report of the Inquiry Officer or Inquiry Committee or on receipt of explanation of the accused officer under Rule 5(1) (iii), the Authorised Officer has determined whether the charge or charges against the accused officer have been proved or not [Rule 5(1) (iv)].

(14) In case the Authorised Officer has proposed imposition of a major penalty on the accused officer he has referred the case to the Authority with his recommendation [Rule 5(1) (iv)].

(15) When the accused has desired to be heard in person, the authorised officer has duly heard him in person before deciding to impose a minor penalty or make recommendations to the authority for a major penalty. [Rule 6(2)].

Inquiry Officer|Committee

To ensure that—

(1) The procedure laid down in Rule 6(3) to (6) is strictly adhered to during the inquiry proceedings.

(2) The Inquiry proceedings being of judicial nature in terms of rule 7, the Inquiry Officer has recorded the statement of witnesses on oath.

(3) The accused officer is allowed to cross examine the witnesses produced against him during the proceedings.

(4) The accused officer is afforded reasonable opportunity to produce his defence.

(5) The findings are recorded after due analysis and appreciation of evidence on record.

The following irregularities have come to the notice of Establishment Division, in dealing with the disciplinary cases submitted by the Ministries and Divisions in respect of the Civil Servants of Grade 17 and above.

(i) Under rule 5(1) of the Government Servants (Efficiency and Discipline) Rules, 1973, It is the "authorised officer" [designated as such under sub-rule (3) of rule of the said rules] who can obtain the approval of "authority" [designated as such under sub-rule (2) of rule 2 of the said rules] to the suspension of a Civil Servant *The summaries proposing the suspension of the Civil Servants in grades* 17—20 *are sometime received under the signatures of an officer other than 'authorised officer'.*

(ii) Rule 5(1) (ii) makes it incumbent upon the "authorised officer" to decide that in the light of the facts of the case or in the interest of

justice an inquiry should be conducted through an Inquiry Officer/ Inquiry Committee or a "Show Cause Notice" should be served on the accused official in terms of sub-rule 5 (1) (iii). *It has been noticed that in some cases that either this decision has been taken by a person other than 'authorised officer' or the "authorised officer" has not shown to have applied his independent judgment.*

(iii) In case the Authorised Officer has decided to serve a "Show Cause Notice" to the accused official, under rule 5(iii), *sometimes it is not served under his signatures.* Similarly in a large number of cases it has been noticed that the *action proposed to be taken against the accused and grounds thereof are not incorporated in the show cause notice.* Instead of that a general reference is invited to one of the major penalties, which is not correct.

(iv) In case the "Authorised Officer" decides to hold an inquiry through an Inquiry Officer/Inquiry Committee, *formal orders regarding the appointment of Inquiry Officer/Inquiry Committee have to be issued by the "Authorised Officer" and not by any other officer.*

(v) In terms of rule 6, it is the "authorised officer" who has to frame a charge-sheet together with a statement of allegations and then communicate these to the accused official. *It has been observed in some of the cases that (a) charge sheet has been signed by an officer other than "authorised officer" (b) the charge-sheet is not accompanied by the statement of allegations, elaborating the charge; (c) the statement of allegations, has not been authenticated by the "authorised Officer".*

(vi) In terms of rule 6(4), the Inquiry Officer or the Inquiry Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment with reasons shall be reported forthwith to the 'authorised officer'. No adjournment shall be for more than a week. Inspite of clear provisions of the rules, it has been generally noticed that (a) the inquiry proceedings are not conducted by the Inquiry Officers day to day; (b) the reasons of adjournments, if any, are not regularly reported to the "authorised officer" (c) the period of adjournment go beyond a week. *These delays must be avoided, particularly in cases where the accused officer is under suspension.*

(vii) Under rule 6(2), *the authorised officer has to afford the opportunity of personal hearing to the accused officer, if such opportunity is claimed, before deciding to impose a minor penalty or recommending to the authority the imposition of major penalty in terms of rule 5 (1) (iv).* It has been often observed that this opportunity of personal hearing is confused with the hearing given by the inquiry proceedings. This it not correct.

(viii) Under rule 5(1) (iv) on receipt of the report of the Inquiry Officer or an Inquiry Commission on receipt of the explanation of the accused to the show cause notice, if any, the authorised officer has to determine whether the charge/charges have been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty he shall forward the case to the authority alongwith the charge-sheet, statement of allegations, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. *It has been generally found that (a) the Inquiry Officer at times besides giving his findings on the charges also makes his recommendation regarding the imposition of a major or minor penalty, (b) the authorised officer does not make use of his independent judgement, (c) the recommendations of the authorised officer to the authority are not accompanied by all the documents mentioned above.*

2. The irregularities detailed above are grave in nature and a failure to fully comply with the requirements of the Government Servants (Efficiency and Discipline) Rules impairs and at times vitiates the disciplinary proceedings and the order imposing a penalty on an accused is frequently set-aside by the appellate authority or the Service Tribunal. This not only results in loss of prestige for the Government has to incur in defending the appeals of the aggrieves Government Servants in the Courts of Law.

3. It may kindly be ensured that provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 are fully complied within future by the officers responsible for discharging their duties under the said rules before and during the currency of the disciplinary proceedings against the Civil Servants as Authority (Authorised Officer or Inquiry Officer).

[*Authority.* - D. O. No. 553/80-JS (Rev & D), dated 22nd Oct., 1980.]

Under the provisions of Rule 6(A) of the Government Servants (Efficiency and Discipline) Rules, 1973, the authority may call for the record of any case pending before or disposed of by the authorised officer and pass such order in relation thereto as it may deem it.

2. To enable the 'Authority' to perform its function more effectively under the provision of said rule, it has been decided that in future, whenever the disciplinary proceedings are completed against a Civil Servant of the Federal Government in Grade 17 and above copies of the record of the proceedings *viz*: charge sheet alongwith statement of allegations; show cause notice if issued instead of charge sheet; report of the Inquiry Officer and the final orders, be endorsed to Establishment Division, Joint Secretary (Discipline).

3. The above decision may also be brought to the notice of all Attached Departments/Subordinate Offices; for strict compliance in future.

[*Authority.*—O. M. No. 2/83/80-C, II (B), dated 17-11-1980.]

APPENDIX No. 42

A. PRINCIPLES AND PROCEDURES FOR CONFORMATION OF CIVIL SERVANTS

(i) Only a person who has been appointed to a post on regular basis in accordance with the prescribed method of recruitment and has completed the period of probation satisfactorily will be eligible for confirmation.

(ii) Where there are prescribed quotas of promotion and direct recruitment, the person concerned should have been appointed against the vacancy reserved for promotion or for direct recruitment according to the category to which he belongs.

(iii) Confirmation should be made only against clear vacancies in permanent posts on which no other person holds any active or suspended lien.

(iv) Confirmations should be made strictly in order of seniority, *i.e.* junior persons should not be confirmed in preference to their seniors if they are also eligible for confirmation.

(v) A person against whom disciplinary action is pending should not be confirmed. If a person junior to him is to be confirmed, a vacancy should be earmarked for the senior person. He should be considered for confirmation in the light of the decision that may be taken in the disciplinary case.

(vi) If a person already holds a lien against some other post in another Department or cadre, his consent to termination of his lien against that post should be obtained before he is confirmed against another post.

(vii) If a person is to be confirmed in the borrowing department, the consent of his parent department where he holds a lien, or where his interests are safeguarded, should be obtained.

(viii) Confirmation in promotion posts should be made in the ascending order, *i.e.* a person, who is eligible for confirmation in more than one post, should be confirmed first in the lower post and then, step by step, in higher posts from the dates he is due for confirmation in these posts.

B. PROCEDURES FOR THE DEPARTMENTAL COMMITTEE FOR CONFORMATION

(i) A roster of permanent vacancies in various grades should be drawn up showing dates from which permanent vacancies have occurred.

(ii) If seniority lists have not already been drawn, circulated and finalised after consideration of the representations received, the seniority lists should be prepared and circulated to all concerned. Any representation received should be considered by the Committee and any question of principle of interpretation of a rule of seniority raised should be cleared with the Establishment Division.

(iii) The Committee will scrutinize the records of all persons who are senior and eligible for confirmation and recommend whether they are fit to be confirmed or their cases should be deferred.

(iv) Where confirmation of senior persons are deferred, requisite number of vacancies should be reserved for them and they should be informed of their shortcomings. Their cases should be considered after receipt of fresh A.C.R. on them.

(v) A list of persons @ confirmed should be forwarded to the Establishment Division indicating also which other persons claims to be senior and why their representations have been rejected, for information and record.

This Office Memorandum supersedes Establishment Division O. M. No. 11/9/71-C. II, dated the 27th September, 1971.

(*Authority*.—O. M. No. 1/8/73, ARC, dated the 20th November, 1973.)

@ Note " in Basic Scale 17 above.

APPENDIX No. 43

Revised Leave Rules, 1980

S. R. O. 1313 (I)|80.—In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely :—

1. **Short title, application and commencement.**—(1) These rules may be called the Revised Leave Rules, 1980.

(2) They shall apply to all civil servants other than those who were employed before the first day of July, 1978, and opted not to be governed by the Revision of Leave Rules issued under the Finance Division's Office Memorandum No. F. 1 (2)-Rev. I|78, dated the 21st September, 1978.

(3) They shall come into force at once.

2. **When leave earned.**—(1) All service rendered by a Civil servant qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

(2) Any period spent by a civil servant in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on account of such period.

3. **Earning and accumulation of leave.**—(1) A civil servant shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.

(2) If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one calendar month only.

(3) There shall be no maximum limit on the accumulation of such leave.

4. **Civil servants in vacation department.**—A civil servant in vacation department may earn leave on full pay :—

(a) When he avails himself of full vacation in a calendar year———— at the rate of one day for every calendar month of duty rendered ;

(b) When during any year he is prevented from availing himself of the full vacation————as for a civil servant in a non-vacation department for that year ; and

(c) When he avails himself of only a part of the vacation————as in (a) above *plus* such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. **Leave on full pay.**—The maximum period of leave on full pay that may be granted at one time shall be as follows :—

(*a*) Without medical certificate	120 days
(*b*) With medical certificate	180 days
plus	
(*c*) On medical certificate from leave account in entire service	365 days

Note.—Under the Prescribed Leave Rules, 1955, leave on half average pay could be converted into leave on full pay on the strength of Medical Certificate up to a maximum of twelve months in terms of leave on full pay in the whole service. The account of this kind of leave was separately maintained is column 14(a) of the leave account under the said Rules. Such leave availed of by the civil servants before the introduction of these rules, shall be debited against the maximum limit of 365 days fixed under this rule.

6. **Leave on half pay.**—Leave on full pay may, at the option of the civil servant, be converted into leave on half pay, the debt to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.

(2) The request for conversion of leave referred to in sub-rule (1) shall be specified by the civil servant in his application for the grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

7. **Leave to be applied etc., in terms of days.**—Leave shall be applied for, expressed, and sanctioned, in terms of days.

8. **Carry forward of existing leave.**—All leave at credit in the account of a civil servant on the first day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of July, 1978, or, in the case of a civil servant who was on leave on that date, with effect from the date of his return from leave, be recast as under :—

(*i*) Leave on average pay	
(*a*) 1 month	30 days
(*b*) 1 day	1 day
(*ii*) Leave on half average pay :	
(*a*) 1 month	15 days
(*b*) 2 days	1 day

Note.—Fractions, if any, shall be ignored.

9. **Extraordinary leave (leave without pay).**—(1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that the civil servant to whom such leave is granted has been in continuous service for a period of not less than ten years, and, in case a civil servant has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of his office :

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extra-ordinary leave.

(2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a civil servants is a permanent or a temporary employee.

@(3)Extraordinary leave may be granted retrospectively in liue of absence without leave.

10. **Recreation leave.**—Recreation leave may be granted for fifteen days once in a calendar year, the debit to the leave account may, however, be for ten days leave on full pay :

Provided that such leave shall not be admissible to a civil servant in a vacation department.

11. **Leave not due.**—(1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave may be converted into leave on half pay.

(3) Such leave shall be granted only when there are reasonable chances of the civil servant resuming duty on the expiry of the leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary civil servants.

12. **Special leave.**—(1) A female civil servant, on the death of her husband, may be granted special leave on full pay, when applied for a period not exceeding one hundred and thirty days.

(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either alongwith her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

@Added *vide* Finance Division Notification No. F 1(45)-R 4/81, dated the 13th February, 1982.

13. **Maternity leave.**—(1) Maternity leave may be granted on full pay, outside the leave account, to a female civil servant to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.

(2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vacation department who may be granted maternity leave without this restriction.

(3) For confinements beyond the third one, the female civil servant would have to take leave from her nomal leave account.

(4) The spells of maternity leave availed of prior to the coming in to force of these rules shall be deemed to have been taken under these rules.

(5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female civil servant.

(6) Leave salary to be paid during maternity leave shall be regulated, as for other leave, in accordance with the formula contained in the Finance Division Office Memorandum No. F. 9(16)-R. I|69, dated the 26th July, 1969, read with its Office Memorandum of even number dated the 28th November, 1969.

(7) The leave salary to be paid during maternity leave will, therefore, remain un-affected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

14. **Disability leave.**—(1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a seaman or a civil servant in part-time service, disabled by injury, ailment or disease contacted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hnudred and eighty days and on half pay for the remaining period.

15. **leave ex-Pakistan.**—(1) Leave *ex*-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect.

(2) The leave pay to be drawn abroad shall be restricted to a maximum of three thousand rupees per month.

(3) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.

(4) Such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

(5) The civil servants appointed after the 17th May, 1958, shall drawn their leave salary in rupees in Pakistan irrespective of the country where they spend their leave.

(6) Leave *ex*-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 5, 6 and 9.

16. **Leave preparatory to retirement.**—(1) The maximum period up to which a civil servant may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken, subject to availability, either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the civil servant.

17. **Encashment of refused leave preparatory to retirement.**—(1) If in case of retirement on superannuation @or voluntary retirement on completion of thirty years qualifying service a civil servant cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the refused to him subject to a maximum of one hundred and eighty days leave on full pay.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.

(3) The payment of leave pay in lieu of such refused leave may be made to the civil servant either in lump-sum at the time of retirement or may, at his option, be drawn by him month-wise for the period of leave so refused.

(4) For the purpose of lump-sum payment in lieu of such refused leave, anly the "Senior Post Allowance" will be included in "Leave pay" so admissible.

(5) In case a civil servant on leave preparatory to retirement dies before completing one hundred and eighty days of such leave, his family shall be entitled to lump-sum payment equal to the period falling short of one hundred and eighty days.

18. **Power to refuse leave preparatory to retirement, etc.**—(1) Ordinarily, leave preparatory to retirement shall not be refused.

(2) All orders refusing leave preparatory to retirement to a civil servant and recalling a civil servant from leave preparatory to retirement shall be passed only by the authorities specified below :—

(*i*) For civil servants of Grade 17 and above	..	Secretary, Establishment Division—Personally.
(*ii*) For civil servants of Grade 16 and below	..	Secretary of the Division concerned—Personally.

@added *vide* finance division Notiffcation No. F. 1 (37) R. 4/81, dated 30-12-1981.

(3) The authorities specified in sub-rule (2) shall not delegate these powers to any other authority.

(4) All proposals regarding refusal of such leave to an officer of Grade 17 and above shall be referred to the Secretary, Establishment Division, with detailed justification at least three months before an officer is due to proceed on such leave.

19. **In-service death.**—(1) In case a civil servant dies while in service, lump-sum payment equal to full pay up to one hundred and eighty days out of the leave at his credit shall be made to his family as defined for the purposes of family pension.

(2) For the purpose of lump-sum payment to the family of the civil servant who dies while in service only the "Senior Post Allowance" will be included in the "Leave pay" so admissible.

20. **Reasons need not be specified, etc.**—(1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a civil servant.

(2) Leave applied for on medical certificate shall not be refused

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or Medical Board, as the case may be, to have the applicant medically examined.

21. **Leave when start and ends.**—Instead of indicating whether leave starts or end in the forenoon or afternoon, leave may commence from that day following that on which a civil servant hands over the charge of his post and may end on the day preceding that on which he resumes duty.

22. **Recall from leave, etc.**—(1) If a civil servant is recalled to duty compulsorily with the personal approval of the head of his office from leave of any Kind that he is spending away from his headquarters, he may be granted a single return fare *plus* daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

(2) In case the civil servant is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(3) If the return from leave is optional, the civil servant is entitled to no concession.

23. **Overstaval after sanctioned leave, etc.**—(1) Unless the leave of a civil servant is extended by the head of his office, a civil servant who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

24. **Any type of leave may be applied.**—A civil servant may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a civil servant may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay, and without pay.

25. **Combination of different types of leave, etc.**—One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the civil servant :

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

26. **Civil servant on leave not to join duty without permission before its expiry.**—Unless he is permitted to do so by the authority which sanctioned his leave, a civil servant on leave may not return to duty before the expiry of the period of leave granted to him.

27. **Leave due may be granted on abolition of post, etc.**—(1) When a post is abolished, leave due to the civil servant, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

28. **Manner of handing over charge when proceeding on leave, etc.**—(1) A civil servant proceeding on leave shall hand over the charge of his post, and if he is in Grade 16 and above, he shall, while handing over charge of the post signed the charge relinquishment report.

(2) If leave *ex*-Pakistan has been sanctioned on medical grounds, the civil servant shall take abroad with him a copy of the medical statement of his case.

29. **Assumption of charge on return from leave, etc.**—(1) A civil servant, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

30. **Accounts offices to maintain leave account.**—(1) Leave account in respect of a civil servant shall be maintained as part of [redacted] service book.

(2) The accounts offices shall maintain the leave accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.

31. **Leave to lapse when civil servant quits service.**—All leave at the credit of a civil servant shall lapse when he quits service.

32. **Pay during leave.**—(1) Leave pay admissible during leave on full pay shall be the greater of :—

(a) the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begains ; and

(b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(2) When leave on half pay is taken, the amounts calculated under clauses (a) and (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

33. **Departmental leave.**—(1) Departmental leave may be granted to civil servants drawing pay in Grades 1 to 9 in the National Pay Scales and serving in the Survey of Pakistan or in any such other department as may be notified by the Finance Division on the conditions laid down in this rule.

(2) Departmental leave may be granted only to a civil servant whose services are temporarily not required and no leave other than leave-not-due is admissible.

(3) A subsistance allowance at such rate as the officer granting the leave may think fit but not exceeding half pay may be granted during departmental leave.

(4) The allowance shall be payable only on return to and resumption of duty after the expiration of the leave, whether taken by itself or combined with departmental leave without pay :

Provided that if a civil servant dies while on departmental leave, the amount of allowance, if any, otherwise admissible up to date of his death shall be paid to his heirs.

(5) Departmental leave with subsistence allowance may be granted during the recess by the head of the party or office to which the civil servant belongs only when the officer granting the leave considers it desirable to re-employ him in the ensuing field season and the leave so granted may, in special cases, be extended by the Surveyor-General up to a maximum of five hundred and forty days at a time.

(6) Departmental leave with subsistence allowance may be granted at times other than the recess for not more than one hundred and eighty days at a time by a Director or Deputy Director, Survey of Pakistan, provided such leave is granted in the interest of public service or work and not at the civil servant's own request.

(7) Leave granted may in special cases be extended by the Surveyor-General up to a maximum of three hundred and sixty-five days at a time.

(8) Leave on medical certificate shall in no circumstances be regarded as granted in the interest of public service or work.

(9) Departmental leave without pay may be granted by the Surveyor-General in continuation of departmental leave with subsistence allowance in special cases as authorised by the Finance Division by a general or special order.

(10) When a civil servant holds a post in which the Surveyor-General considers that he is unlikely to be eligible for departmental leave in future, the Surveyor-General may, by special order in writing, declare that, with effect from such date not being earlier than the civil servant's last return from departmental leave, as the Surveyor-General may fix, any balance of leave at debit in the civil servant's leave account shall be cancelled, and all leave earned after such date will be credited as due in the civil servant's leave account, and all leave taken after such date, including departmental leave with allowances, if any, will be debited to it.

(11) Departmental leave may be combined with any other kind of leave which may be due.

34. **Sick leave to a seaman.**—A civil servant serving as an officer, warrant officer or petty officer on a government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted leave on full pay, outside his leave account, for a period not exceeding forty-five days by the master or the captain of the vessel provided that the civil servant is not malingering or his ill health is not due to such of his own actions as cause or aggravate disease or injury.

35. **Leave to disabled seaman.**—A civil servant referred to in rule 34 who is disable while performing his duty may be allowed leave on full pay for a maximum period not exceeding ninety days on each occasion if :—

(a) the disability is duly certified by a government Medical Officer,

(b) the disability is not due to the civil servant's own carelessness, and

(c) the vacancy caused by his absence is not filled up.

36. **Leave earned by civil servant employed in non-continuous establishment.**—(1) A civil servant employed in a non-continuous establishment may be granted only earned leave and disability leave as admissible to, and subject to the conditions laid down for, a civil servant employed in a continuous establishment and no other kind of leave shall be admissible to such civil servant.

(2) A civil servant who is transferred from a non-continuous establishment to a continuous establishment and *vice versa* shall carry forward the balance of earned leave at his credit on the date of his transfer.

Explanation.—In this rule, "non-continuous establishment" means an establishment which does not function throughout the year and "continuous establishment" means an establishment which functions throughout the year.

37. **Quarantine leave.**—(1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a civil servant on such leave :

Provided that where the exigencies of service are compelling, the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A civil servant may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

38. **Leave application, its sanction, etc.**—(1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of office where a civil servant is employed and, in the case of the head of office to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) An audit report shall not be necessary before the leave is sanctioned.

(3) When a civil servant submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant in the form attached to these rules.

(4) Leave as admissible to a civil servant under these rules may be sanctioned by the head of a Ministry, Division, Department, Office or any other officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.

(5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider :—

(i) whether, and how many applicants can, for the time being, best be spared ;

(ii) whether any applicants were last recalled compulsorily from leave ; and

(iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

39. **Hospital leave and study leave.**—Subject to these rules, the provisions regarding hospital leave and study leave contained in the Fundamental Rules and Supplementary Rules shall apply to the civil servants.

[*Authority.*—Finance Division's Notification No. S.R.O. 1313 (I)/80, dated the 20th December, 1980.]

Form-I

FORM OF MEDICAL CERTIFICATE

Signature of **applicant**

MEDICAL CERTIFICATE FOR CIVIL SERVANTS RECOMMENDED FOR LEAVE OR EXTENSION

I, , after careful

personal examination of the case, hereby certify that whose signature is given above, is suffering from and I consider that a period of absence from duty of with effect from is absolutely necessary for the restoration of his health.

Dated, the.....

*Government Medical Attendant**
Other Registered Medical Practitioner.

APPENDIX NO. 43

[525-M

APPENDIX-No. 43.

G.F.R. 13 — Application for leave — FORM-II

Notes :— Item 1 to 9 must be filled in by all applications.

Item 12 applies only in the case of Government Servants of Grade-16 and above.

1. Name of applicant———

2. Leave Rules applicable———

3. Post held———

4. Department of office———

5. Pay———

6. House Rent allowance conveyance allowance or other compensatory allowance drawn in the Present Post.

7. (a) Nature of leave applied for———

(b) Period of leave in days———

(c) Date of commencement———

8. Particular Rules/Rules under which leave is admissible.———

9. (a) Date of return from last leave———

(b) Nature of leave———

(c) Period of leave in days———

10. Office from which leave salary may be drawn———

11. Full address while on leave.———

Signature of Applicant

Dated :———

12. Remarks and recommendation of the controlling officer.

13. Certified that leave applied for is admissible under rule.....and necessary conditions are fulfilled.

Signature
Designation

No.———

Dated———

14. Report of Audit Officer
Dated.

Signature
Designation

15. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post or another post carrying the compensatory allowances being drawn by him.

Dated———

Signature
Designation

FORM A.T.C. 8

FORM III

FORM OF LEAVE ACCOUNT UNDER THE REVISED LEAVE RULES, 1980

Approved *vide* Finance Division's letter No. F. 1 (3)-Rev. 1/78, dated 18-1-1979]

Leave Account of Mr./Miss/Mrs._____

Date of commencemdrnt of service_____

Date of attaining the age of superannuation_____ (*N.B.*—Instructions for filling in the form are printed on the reverse).

Government/Department served under																							
PERIOD OF DUTY						PERIOD			LEAVE TAKEN														
From	To	YMD	Full calen-dar month	Days	Leave earned on full pay + 4 days for each calendar month.	Days	Leave at credit (Column 21+6)	From	To	Leave on full pay without medical certificate subject to maximum of 120 days & 365 days in case of LPR.	Leave on full pay on medical certificate subject to maximum of 180 days.	ave on full pay on medical certificate subject +, a maximum of 365 days in entire service.	LEAVE ON HALF PAY		Recreation leave of 15 days in a year but 10 days to be debited.	LEAVE NOT DUE		ABSENCE		Total leave (Columns 10+11+12+14+15+17+19)	Balance on 1-7-1978 return from leave (Cols. 7—20).	Remarks	ATTESTATION
													In terms of half pay	In terms of full pay		Interms of half pay	In terms of full pay	Actual No. of days	No. of days debitable (double the actual number)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	29	21	22	23	
					Days	Days			Days	Days	Days	Days	Dys	Days	Days	Days	Days	Days	Days	Days			

EXPLANATORY INSTRUCTIONS FOR FILING UP THE LEAVE) ACCOUNT FORM

1. This leave account will be maintained for all civil servants of the Federal Government who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others, who enter service on or after 1st July, 1978.

2. All leave at credit in the account of a civil servant who was in service on the 1st July, 1978 shall be converted in terms of leave on full pay at the following rates :—

(*i*) *L.A.P.*

(a) 1 month	30 days.
(b) 1 day	1 day.

(*ii*) *L.H.A.P.*

(a) 1 month	15 days.
(b) 2 days	1 day.

3. The Leave account shall commence with an opening entry "Due on 1-7-1978" or in the case of a civil servant, who was on leave on 1-7-1978 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service upto 30-6-1978 will be taken into account. The leave due in terms of leave on full pay in days will be noted in Column No. 21.

4. (i) In calculating the leave earned on full pay at the rate of 4 days for every calendar month the duty period of 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

(ii) The provision in (i) above will not apply to a vacation department. In its case, a civil servant may earn leave on full pay (a) when he avails himself of full vacation in a calendar year——————at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full vacation——————as for a civil servant in a non-vacation department for that year, and (c) when he avails himself of only a part of the vacation——————as in (a) above *plus* such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. (a) Leave on full pay may be converted into leave on half pay at the option of the civil servant; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half

counting as one full day's leave on full pay. The request for such conversion shall be specified by the civil servant in his application for the grant of leave.

(b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

6. L.P.R. on full pay will be noted in column No. 10 while that on half pay in columns No. 13 and 14.

7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the civil servant resuming duty.

8. The grant of special leave, Maternity leave, Disability leave, Extraordinary leave, payment of leave pay for refused L.P.R. upto a maximum of 180 days, lump sum payment equal to full pay upto 180 days out of leave at credit made to the family of a Government servant, whose death occurs while in service, Seamen sick leave Departmental leave. Study leave, Hospital leave and Quarantine leave shall be noted in column No. 22, Maternity leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

9. When a Government servant applis for leave columns 2 to 7 shall be filled in showing the period of duty upto the date preceding that on which a Government servant intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.

10. When a Goernment servant returns from leave columns 8 to 23 shall be filled in according to the nature of leave. If leave not due is availabled off the minus balance to be shown in column No. 21 should be written in red ink.

CIVIL SERVANTS (APPOINAMENT PROMOTION AND TRANSFER) RULES, 1973

*In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely :—

PART I.—GENERAL

1. These rules may be called the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

2. In these rules, unless there is anything repugnant in the subject or context,—

(a) "appointing authority", in relation to a post means the person authorised under rule 6 to make appointment to that post;

(b) "Central Selection Board" means the Board constituted by the Federal Government for the purpose of selection for promotion or transfer to posts in Basic Scale 19 to 21 and equivalent consisting of such persons as may be appointed to it by Government from time to time;

(c) "Commission" means the Federal Public Service Commission;

(d) "Departmental Promotion Committee" means a Committee constituted for the purpose of making selection for promotion or transfer to posts under a Ministry, Division, Department or Office of the Federal Government in Basic Scale 18 and below and equivalent.

(e) "Departmental Selection Committee" means a Committee constituted for the purpose of making selection for initial appointment to posts under a Ministry, Division, Department or Office of the Federal Government in Basic Scale 15 and below and equivalent.*

3. (1) Appointments to posts shall be made by any of the following methods, namely :—

(a) by promotion or transfer in accordance with Part II of these rules; and

(b) by initial appointment in accordance with Part III of these rules.

(2) The method of appointment and the qualifications and other conditions applicable to a post shall be as laid down by the Ministry or Division concerned in consultation with the Establishment Division.

*Notification No. S.R.O. 1498 (I)/73, published in the Gazette of Pakistan Extraordinary Part II, dated the 20th October, 1973.

*Estb. Division O.M. No. 3/11/93-R. 2 (Pt.) Dt. 15th April, 1984.

**D.G. T&T No. E (1) 10-22/84 dated 19th June, 1984.

4. (1) In each Ministry, Division, Department or Office of the Federal Government, there shall be one or more Department Promotion Committees, and Departmental Selection Committees, the composition of which shall be determined by the Ministry or Division concerned in consultation with the Establishment Division.

(2) Each such Committee shall consist of at least three members one of whom shall be appointed Chairman.

5. Where an appointing authority for Posts in Basic Scale 15 and below and equivalent does not accept the recommendation of a Departmental Selection or Departmental Promotion Committee, it shall record reasons therefor and obtained orders of the next higher authority.

*6. The authorities competent to make appointments to the various Posts shall be as follows:—

Posts	*Appointing Authority*
(1) Posts in Basic Scale 20 and above	.. President
(2) Post in Basic Scale 17 to 19	.. Establishment Secretary.
(3) Post in Basic Scale 3 to 16	.. Secretary of the Ministry of Division concerned or the Head of Department provided he is an Officer in Basic Scale 20 or above. Or Equivalent.
(4) Posts in Basic Scale 1 and 2	.. Deputy Secretary or Head of Department or Head of Office.

Provided that the President may designate an Officer holding a Post in Basic Scale 18 or Grade 19 and equivalent in a Ministry, Division, Department or Office to be the appointing authority for Posts in Basic Scale 1 to 16 and equivalent in the Ministry, Division, Department or Office; and

**Provided further that the President may designate an officer of the Pakistan Army, Pakistan Navy or Pakistan Air Force, not below the rank of Major or equivalent, to be the appointing authority for civil posts in Basic Scale 1 to 16 and equivalent in the General Headquarters, the Naval Headquarters or the Air Headquartres.

PART II.—APPOINTMENTS BY PROMOTION OR TRANSFER

7. Promotion and transfers to posts in Basic Scale 2 to 18 and equivalent shall be made on the recommendation of the appropriate Departmental Promotion Committee and promotions and transfers to posts in Basic Scale 19 to 21 and equivalent shall be made on the recommendations of the Central Selection Board: omitted

*Substituted *vide* Notification No. S.R.O. 389 (I)/79, dated the 10th May, 1979.

**Added *vide* Establishment Division's Notification No. S.R.O. 932 (I)/79, dated the 11th October, 1979.

*Estb. Division O.M. No. 3/11/93-R. 2 (Pt.) Dt. 15th April, 1984.

**D.G. T&T No. E (1) 10—22/84 dated 19th June, 1984.

8. Only such persons as possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Committee or the Central Selection Board, as the case may be.

*8-A. No promotion on regular basis shall be made to Posts in Basic Scale 18 to 21 and equivalent unless the officer concerned has completed such minimum length of service as may be specified from time to time.

8-B. (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service the authority may appoint him to that post on acting charge basis.

(2) So long as a civil servant holds the acting charge appointment, a civil servant junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.

(3) In the case of a post in Basic Scale 17 to 22 and equivalent reserved under the rules to be filled by initial appointment, where the appointing authority is satisfied that no suitable officer drawing Pay in the Basic Scale in which the post exists is available in that category to fill the post and it is expedient to fill the post, it may appoint to that post on acting charge basis the most senior officer otherwise eligible for promotion in the organization, cadre or service, as the case may be, in excess of the promotion quota.

(4) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time.

(5) Appointment on acting charge basis shall be made on the recommendations of the Departmental Promotion Committee or the Central Selection Board, as the case may be, save in the case of Post in Basic Scale 22 and equivalent.

(6) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(7) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.

9. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in Posts in the same Basic Scale or equivalent to on indentical with the posts to be filled.

*Added *vide* Establishment Division's Notification No. S.R.O. 41(I)/81, dated the 12th January, 1981.

*Estb. Division O.M. No. 3/11/93-R. 2 (Pt.) dated 15th April, 1984.

**O. M. T&T No. E(1) 10—22/84 dated 19th June, 1984.

PART III.—INITIAL APPOINTMENT

*10. Initial appointment to the All-Pakistan Services, the Civil Services of the Federation and posts in connection with the affairs of the Federation in Basic Scale 16 to 22, and equivalent except those which, under the Federal Public Service Commission (Functions) Rules, 1978, do not fall within the purview of the Commission, shall be made on the basis of tests and examinations to be conducted by the Commission.

11. Initial appointments to posts in Basic Scale 1 to 15 and equivalent shall be made on the recommendations of the Departmental Selection Committee after the vacancies in Posts in Basic Scale 3 to 15 and equivalent have been advertised in newspapers.

**12. A candidate for initial appointment to a post must possess the educational qualifications and experience and, except as provided in the rules framed for the purpose of relaxation of age limit, must be within the age limit as laid down for the posts.

13. A candidate for appointment shall be a citizen of Pakistan :

Provided that this requirement may be relaxed with the approval of the Establishment Division :

Provided further that, in the case of candidates to be appointed on temporary basis to posts in the Pakistan Missions abroad, such relaxation shall not be accorded for a period exceeding one year at a time.

14. Vacancies in the undermentioned posts shall be filled on all-Pakistan basis in accordance with the merit and provincial or regional quotas prescribed by Government from time to time :

(i) All posts in Basic Scale 16 and above and equivalent.

(ii) Posts in Basic Scale 3 to 15 and Equivalent in offices, which serve the whole of Pakistan.

15. Vacancies in posts in Basic Scale 3 to 15 and equivalent in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

16. Vacancies in posts in Basic Scale 1 and 2 and equivalent shall ordinarily be filled on local basis.

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*Substituted *vide* Establishment Division's Notification No. S.R.O. 123(I)/79, dated the 31st December, 1979.

***See* also Establishment Division's Notification No. 9/I/73, Dv. dated 18th May, 1980.

* Estb. Division O.M. No. 3/11/93-R. 2 (Pt.) dated 15th April 1984.

**D.G. T&T No. E(1) 10—22/84 dated 19th June, 1984.

17. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribed is found not to satisfy these requirements, shall not be appointed.

PART IV.—*AD HOC* AND TEMPORARY APPOINTMENTS

18. When under the Federal Public Service Commission (Functions) Rules a post is required to be filled through the Commission, the appointing authority shall forward a requisition on the prescribed form to the Commission immediately it is decided to fill the post or, if that is not practicable and the post is filled on *ad hoc* basis as provided in rule 19, within two months of the fillling of the post.

19. When the appointing authority considers it to be in the public interest to fill a post falling within the purview of the Commission urgently pending nomination of a candidate by the Commission, it may proceed to fill on *ad hoc* basis for a period not exceeding six months. The posts shall be advertised and the same procedures as laid down for initial appointment in Part III shall be following in making *ad hoc* appointments.

20. Short-term vacancies in the posts falling within the purview of the Commission and vacancies occurring as a result of creation of temporary posts for a period not exceeding six months, may be filled by the appointing authority otherwise that through the Commission on a purely temporary basis after advertising the vacancy.

*PART V.—PROBATION

21. (1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule (2) :

Provided that, subject to the provisions of proviso to sub-section (2) of section 6 of the Civil Servants Act, 1973 in the absence of an other under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed. [F. No. 1|11|82-R, 2.]

*Added *vide* Notification No. S.R.O. 968(I)/82, dated 21st September, 1982.

APPENDIX NO. 44

Sl. No. 3. : *Recruitment to posts in Grade* 17 *and above on ad hoc basis.*— The following instructions are issued for making *ad hoc* appointments in Grade 17 and above :

(1) The decision that it is in the public interest to fill a post urgently, pending nomination of a candidate by the Commission, may be taken by the Secretary of the Ministry|Division.

(2) The vacancy may, in the first instance, be referred to N.D.V.P. If they are in a position to nominate one or more persons registered with them who fulfil the requirements as to age, qualifications, experience, domicile, etc., selection may be confined to these persons ; otherwise the post should be advertised.

(3) All eligible applicants should be considered by a Selection Committee headed by Secretary or Aditional Secretary of the Ministry|Division and two Members of grade 19 or above. If the post belongs to an Attached Department or Subordinate Office, the Head of Department or office may be co-opted as a Member.

(4) The record of the Selection Committee together with a summary giving reasons why the post is required to be filled urgently on *ad hoc* basis, should be forwarded to the Establishment Division when the case is referred to them for obtaining approval of the competent authority.

(5) After the competent authority has approved the appointment to be made, the letter of appointment may be issued by the Ministry| Division concerned.

2. These are in amplification of the instructions given in Part IV of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

[Authority. O.M. No. D-268/74-Dv. dated the 29th June, 1974.]

APPENDIX No. 45

*GRANT OF ARREARS OF PAY AND ALLOWANCES TO GOVERNMENT SERVANTS FOR PERIOD OF ABSENCE FROM DUTY ON REINSTATEMENT AS A RESULT OF COURT DECISION.

1. If the dismissal of a Government servant is held to be unlawful he has to be allowed salary for the period he was kept out of service, reduced by the amount, if any, that he might have earned by way of salary, or as profits, on account of having accepted some employment or having been engaged in some profitable business, during the above period.

(a) The Department may obtain from the Government servant concerned a solemn declaration, supported by an affidavit, as to the particulars of his employment, or engagement in profitable business, during the period of his absence from duty, and the amount earned by him by way of salary from such employment, or as profits in such business.

(b) After examining such evidence as might be available, and cross examination, if necessary, the Government servant, the Department may give their findings as to whether or not the above declaration is *prima facie* acceptable and on what grounds.

(c) If the declaration is found *prima facie* unacceptable, the Department should refer the case to the + Committee +, which before giving their findings as to the amount earned by the Government servant during the period of absence from duty, may get the declaration properly verified/scrutinized by any agency they consider appropriate. For purposes of this verification/scrutiny assistance of the relevant Income Tax authorities, may also be sought, if the Government servant concerned be an Income-tax payer.

(d) In case the reinstatement of the Government servant has been ordered by the Court on account of the relevant administrative action having been found to be defective, the Committee should also give their findings :—

(i) as to which officers were responsible for that defectiveness of administrative action ; and

(ii) as to whether any, and what part, of the amount payable to the Government servant by way of net salary for the period of his absence from duty, might justifiably be recovered from such officers. The recovery from such officers will, of course, follow departmental proceedings under the Government Servants (Efficiency and Discipline) Rules.

Note.—The above instructions do not apply to cases in which Government servants are reinstated as a result of acceptance of appeals by departmental appellate authorities, which will continue to be regulated by the provisions of FR-54 as hitherto.

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*Finance Division Regulation Wing O.M. No. 781—R4/73, F. 3(4)-R, I/73, dated 10th July 1973.

†Committee as referred in para 4 of Finance Division D.O. No. F. 9 (15) RI (Rwp). /61, dated 23rd December, 1961.

APPENDIX No. 46

EMPLOYMENT REHABILITATION AND WELFARE OF DISABLED *PERSONS*

1. **Short title, extent and commencement.**—(a) This Ordinance may be called the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981.

2. It extends to the whole of Pakistan.

3. It shall come into force on such day as the Federal Government may, be notification in the official Gazette, appoint.

2. **Definitions.**—In this Ordinance, unless there is anything repugnant in the subject or context.—

(a) " Chairman " means the Chairman of the National Council or, case may be the Provincial Council ;

(b) " Commercial establishment and industrial establishment " shall have the same meaning as in the (West Pakistan Industrial and commercial employment Standing Orders) Ordinance, 1968 (W. P. Ordinance No. VI of 1968) ;

(c) " disabled persons " means a person who, on account of injury, disease or congential deformity, is handicapped for undertaking any gainful profession or employment in order to earn his livelihood, and includes a persons who is blind, deaf, physically handicapped or mentally retarded ;

(d) " Disease " includes the physical or mental condition arising from the imperfect development of any organ ;

(e) " employee " means a regular or whole-time employee whether employed on daily, weekly or monthly basis, and includs an apprentice ;

(f) " establishment " means a Government establishment, a commercial establishment or an industrial establishment, in which the number of workers employed at any time during a year is not less than one hundred ;

(g) " Fund means the Rehabilitation of Disabled Persons Fund established under section 17 ;

(h) " Government, establishment " includes any autonomous or semi-autonomous body, university, college, Professional school any organization controlled or managed by the Federal Government ; or Provincial Government ;

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1. Establishment No. 2/1/82-Admn. II Dated 10th April, 1982.
2. DG. T&T No. G. 10—2/82 dated 25th May, 1982.

(i) "National Council" means the National Council established under section 3;

Prescribed by rules made by the Federal Government or, as the case may be, the Provincial Government;

(k) "Provincial Council" means a Provincial Council Established under Section 5; and

(l) "Secretary" means the Secretary of the National Council or, as the case may be, the Provincial Council.

3. **National Council.**—The Federal Government shall, by notifications in the official Gazette, establish a Council to be called the National council for the Rehabilitation of Disabled Persons consisting of the following members, namely :—

(a) The Secretary, Ministry of Health and Social Welfare, who shall also be its Chairman;

(b) One representative each of the three Armed Forces;

(c) One representative of the Manpower Division;

(d) One representative of the Labour Division;

(e) One representative of the Health Division;

(f) One representative of the Education Division;

(g) One representative of the Communications Division;

(h) One representative of the Ministry of Water and Power;

(i) One representative of the Ministry of Petroleum and representative of the Natural Resources;

(j) One representative of the Industries Division;

(k) One representative of the Planning Division;

(l) A nominee of the Administrator-General Zakat;

(m) Four persons to be nominated by the Federal Govt. from amongst the persons engaged in the welfare of disabled persons;

(n) One representative of the National Council of Social Welfare;

(o) One representative of the registered trade unions, to be nominated by the Labour Division; and

(p) the Deputy Secretary, Health and Social Welfare Division dealing with social welfare who shall also be the Secretary of the National Council.

4. **Functions of the National Council.**—(1) Subject to any directions given by the Federal Government the National Council shall—

(a) formulate policy for the employment, rehabilitation and welfare of the disabled persons ;

(b) evaluate, assess and co-ordinate the execution of its policy by the Provincial Councils ; and

(c) have overall responsibility for the achievement of the purposes of this Ordinance.

(2) Without prejudice to the generality of the provisions of sub-section (1) the policy may relate to—

(a) the survey of the disabled persons in the country who are desirous of being rehabilitated ;

(b) the medical examination and treatment of the disabled persons ;

(c) the providing of training to the disabled persons ;

(d) the taking of such other measures as are necessary for carrying out the purposes of this ordinance.

5. **Provincial Councils.**—Each Provincial Government shall, notification in the official Gazette establish a council to be called the provincial council for the Rehabilitation of Disabled persons consisting of the following members, namely :—

(a) The Secretary, Social Welfare Department, who shall also be its Chairman ;

(b) the Secretary, Labour Department ;

(c) one representative of the Planning and Development Department ;

(d) one representative of the Manpower Department ;

(e) one representative of the Health Department ;

(f) one representative of the Education Department ;

(g) one representative of the Communications Department ;

(h) one representative of the Water and Power Department ;

(i) one representative of the Chamber of Commerce ;

(j) one representative of the Social Welfare Council ;

(k) one representative of the Social Services Board ;

(l) chief Administrator of Zakat ;

(m) one representative of the registered Trade Unions to be nominated by the Labour Department.

(n) four persons nominated by the Provincial Government from amongst the persons engaged in the welfare work of disabled persons ;

(o) Director, Social Welfare Department, who shall also be the secretary of the provincial council.

6. Functions of the provincial councils. Subject to any directions given by the National Council the Provincial council shall—

(a) execute the policy made by the National Council for the employment, rehabilitation and welfare of the disabled persons ;

(b) undertake appropriate project for these purposes ;

(c) issue directions to the employment exchanges and other bodies for the implementation of the projects ; and

(d) from time to time take stock of the extent of functional disabilities of disabled persons.

7. **Meetings of the Councils.**—(1) The meetings of the National council or a provincial council shall be held at such times and at such places as the chairman thereof may direct and shall be presided over by such chairman.

(2) The meetings of the National Council or a provincial council shall be conducted in accordance with such procedure as may be prescribed, and until such procedure is prescribed, in such manner as the chairman thereof may direct.

(3) The powers and functions of the chairman shall, in his absence be exercised and performed by such member of the National council or the provincial council as the chairman thereof may appoint.

(4) The quorum to constitute a meeting of the National council or a provincial shall be four.

(5) All orders and decisions of the National Council or a provincial council shall be authenticated by the signature of the chairman thereof or the persons authorised by him.

8. **Duties of Secretary.**—The Secretary shall exercise such powers and perform such functions as may be assigned to him by the Chairman.

9. **Appointment of Committee.**—The National Council or a Provincial Council may appoint such committee consisting of such of its members as it thinks fit, and may refer to them any matter for consideration and report :

Provided that the council may, if it considers necessary co-opt any person to a committee.

10. **Establishments to employ disbled persons.**—(1) Not less than one percent of the total number of persons employed by an establishment at any time shall be disabled persons whose names have been registered with the employment Exchange of the area in which such establishment is located and against whose names in the register maintained under section 12 an endorsement exists to the effect that they are fit to work.

(2) The disabled persons employed against any post in pursuance of sub-section (1) shall be entitled to the terms and conditions which are not less favourable than those of the other persons employed by the establishment against similar posts.

(3) When calculating the percentage of the posts in an establishment for the purposes of employment of disabled persons, the fraction of 0.5 and above shall count as a whole number.

11. **Establishment to pay to the Fund.**—An establishment which does not employ a disabled person as required by Section 10 shall pay in to the funds each month the sum of money it would have paid as salary or wages to a disabled person had he been employed.

12. **Registration of disabled persons.**—(1) Any disabled persons desirous of being employed or otherwise rehabilitated may be his name registered in the register maintained by an employment Exchange in such form and in such manner as may be prescribed by the Federal Government and the Employment Exchange shall refer all names so registered to the Provincial Council.

(2) The Provincial Council shall if it thinks necessary cause each disabled person registered under sub-section (1) to be assessed as to the nature of his functional disability and also as to his aptitude and the nature of work he is fit to do by a medical officer authorised by it in his behalf or by such assessing board consisting of not less than one medical officer as it may appoint and the medical officer or, as the case may be the assessing board shall submit its report to the Provincial council in such form as may be prescribed by the Provincial Government.

(3) If the disabled person is considered by the Provincial council fit to work it shall so inform the employment exchange, indicating the nature of work for which he may be employed of the trade of vocation in which he mat be trained, and an endorsement to that effect shall be made against his name in the register.

(4) If the disabled person is not considered by the Provincial Council fit to work the Provincial council shall inform the employment exchange accordingly for an endorsement to that effect being made against his name in the register, and the Provincial council shall take such measures for his rehabilitation as it thinks fit.

(5) If a person is declared by the Provincial council not to be a disabled person his name shall be struck off.

13. **Establishment of training centres.**—Ever Establishment shall arrange for the training of disabled persons in such trades or vocations and in such manner as may be prescribed by the provincial government.

14. **Establishing to furnish information.**—Every Establishment shall furnish to such person of authority such information required for the implementation of the provisions of this Ordinance in such form and in such manner as the National Council may, be notification in the official Gazette, specify.

15. **Power to debar further employment.**—(1) The Provincial council debar from further employment or training for such period as may be specified by it any disabled person who, without valid reason, refuses to accept or abandons his employment and training under this Ordinance or otherwise acts in a manner detrimental to the interests of the trade or profession in which he is employed or undergoing training.

(2) No disabled person shall be debarred under sub-section (1) unless he has been given an opportunity of being heard.

16. **Appeal.**—(1) Any person aggrieved by an order under section 15 may prefer an appeal to the National Council within thirty days of the date of the order.

(2) The National Council may call for the record of the case and may, after giving the parties an opportunity of being heard or after making such further enquiry as its thinks fit stay or suspend the operation of the order or mat pass such order as it thinks fit.

17. **Fund.**—There shall be established by the Federal Government a Fund to be known as the Disabled persons Rehabilitation Fund which shall comprise.

(a) All sums paid by the establishment under section 11 ;

(b) All grants if any made by the Federal Government Provincial Governments or local bodies ; and

(c) donations, if any, made by private individuals.

(2) The Fund shall be administered by the National Council which shall in consultation with the Federal Government, make such allocations to the provincial councils as it thinks necessary.

(3) The Fund shall be utilized for :—

(a) the establishment of training centres for disabled persons ;

(b) financial assistance to disabled persons who are not fit to undertake any employment ;

(c) disbursement of stipends or scholarships to disabled persons receiving training ;

(d) the welfare of disabled persons ; and

(e) Providing artifical limbs, surgical therapy and medical treatment to disabled person.

18. Power to exempt the Federal Government may be notification in the official Gazette, exempt any establishment or class of establishments from the operation of all or any of the provision of this Ordinance.

19. **Delegation of power.**—(1) The National Council may delegate all or any of its powers under this Ordinance to any of its members or to a provincial Council, subject to such conditions as it may specify.

(2) The Provincial Council may delegate all or any of its powers under this Ordinance including any of the powers delegated to it under sub-section (1) to any of its members, subject to such conditions as it may specify.

20. **Penalty.**—Any establishment which fails to pay into the Fund any sum it is required to pay under section 11 shall be punishable with fine which may extend to one thousand rupees, and in the case of non-payment of fine, with an additional fine which pay extend to ten rupees for every day during which the payment of find is not made.

21. **Cognizance of offences etc.**—(1) No court inferior to that of a Magistrate of the first class shall try an offence punishable under this Ordinance.

(2) No court shall take cognizance of an offence punishable under this Ordinance except upon a complaint in writing made by or under the authority of the National Council or the Provincial Council.

22. **Power to make rules.**—(1) The Federal Government may by notification in the official Gazette, make rules for carrying out the purposes of this Ordinance.

(2) The Provincial Government may, by notification in the official Gazette, make rules not inconsistent with the rules made under sub-section (1) for carrying out the purposes of this Ordinance.

GENERAL,
M. ZIA-UL-HAQ,
President.

INDIX

(529—530)

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This index has been complied solely for the purpose of assisting reference.

No expression used in it should be considered in any way as interpreting the rules.

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